



Forrest Spence Fund
Public Relations/Marketing/Social Media Intern

We are looking for an energetic and self-motivated marketing and/or public relations intern to join our non-profit. If you're an ambitious individual who wants to build a career in social media and content marketing, then we want to work with you. Your work will include preparing promotional presentations, planning and creating social media calendars and posts, monitoring social platforms, conducting market analysis, and building relationships with clients and potential clients, suppliers, and the media.

In addition to being an excellent communicator, you should have excellent multitasking and organizational abilities. The successful candidate will also have in-depth knowledge of marketing and PR techniques and social media platforms.

Intern Responsibilities:

- Performing market analysis and research on the latest trends.
- Assisting with daily administrative duties.
- Designing and presenting new social media campaign ideas.
- Monitoring all social media platforms for trending news, ideas, and feedback.
- Managing the social media calendar.
- Posting on various social media platforms, such as Facebook, Instagram, and LinkedIn.
- Brainstorming campaign ideas.
- Analyzing analytics to gauge the success of campaigns.
- Preparing promotional materials and presentations.
- Helping with the planning and hosting of marketing events.
- Contributing to the creation of mock-ups, email campaigns, and social media content.
- Creating engaging content for media releases, social media platforms, and newsletters.
- Building relationships with clients and potential clients, suppliers, and the media.

Intern Requirements:

- Current enrollment in an undergraduate course for marketing, communications, public relations or in a similar field.
- Familiarity with marketing computer software and social media platforms.
- Good understanding of the latest marketing trends and techniques.
- Excellent verbal and written communication skills.
- Outstanding multitasking abilities.

To apply, send your resume to Brittany Spence at brittany@forrestspencefund.org.