



**TITLE: Marketing Intern**

**REPORTS TO: Yvonne Lara**

**MARKETING & COMMUNICATION STUDENTS - HABITAT FOR HUMANITY OF GREATER LOS ANGELES WANTS YOU!!!**

Refine your marketing and communication skills with one of the biggest brands in the non-profit world, Habitat for Humanity! We're looking for a dynamic individual with a keen marketing sense and strong writing and public relations skills to support the Marketing and Communications Department, learning how to create great campaigns with limited budgets, manage social media, craft and distribute press releases, work with the media and increase awareness of the Habitat brand in Los Angeles.

**SUMMARY OF ESSENTIAL FUNCTIONS:**

- Support Marketing & Communications Director and Coordinator on all projects: campaigns, sponsor fulfillment, promo placements, social media, etc.
- Assist Marketing and Communications department on events: Dedications, Special Build Days, Sponsor Events, etc.
- Brainstorming/Creating marketing collateral along with Marketing Manager. • Filing, making phone calls, creating spreadsheets.
- Attend marketing committee meeting once a month.

**SUMMARY OF QUALIFICATIONS:**

- Must be a college junior or senior marketing or advertising student.
- Non-profit experience preferred but not required.
- Must be proficient in Outlook, Microsoft Word, Excel, Power Point, Publisher and Adobe.
- Must have a proficient knowledge of Social Media (Facebook, Twitter, YouTube, etc).
- Must be a self-starter, willing to share and contribute ideas.
- Must be able to handle multiple tasks.
- Must have a car.

This is an unpaid internship position, and candidates must provide proof of course credit.

**Schedule is 1 Day a Week Minimum (Tuesday, Wednesday, Thursday or Friday)**

This position requires local travel in the normal course of performing internship duties with mileage reimbursement. Must have access to reliable transportation, valid driver's license and meet the state required amount of personal automobile liability insurance.

**COMPENSATION:** \$0.00 (please be prepared to show proof of internship-qualified course credit)

**TO APPLY (Please, no phone calls or walk-ins)**

Please apply by emailing the following to Human Resources at: [HR@habitatla.org](mailto:HR@habitatla.org) or FAX to: (310) 323-0789

- 1) Complete Internship Application
- 2) Cover letter of interest indicating applicant's availability and specific interests
- 3) Resume
- 4) Two letters of recommendation
- 5) Copy of college transcripts