

YWCA IS ON A MISSION

Marketing and Communications Internship

Support the daily tasks of the Marketing & Communications department to advance the goals of the organization. Effectively manage the following job functions and related activities:

- **Communications:**
 - Assist with the development of social media content calendar – draft posts & images using social media management platform
 - Create & send email campaigns using our email marketing platform
 - Assist with general website updates & maintenance
- **Marketing Department Support:**
 - Assist with taking photos as needed during on site events & uploading them to shared drive
 - Update nameplate shells when new employees start
 - Print materials as needed and keep track of printed inventory materials
 - Help filter and process department requests when Project Request Form is submitted
 - Participate in various department projects as they arise

Qualifications:

- Interest and passion for marketing & communications
- Ability to work individually or on a team
- Strong communication skills both verbal and written, with attention to details
- Preferred majors: Marketing, Communications, Graphic Design,
- Proficient in Microsoft Office
- Knowledge of Adobe Creative Suite is preferred but not mandatory
- Experience with email marketing & social media management platforms is a plus
- Pass a background check

To apply: Please email resume and cover letter to Anna Thompson at athompson@ywcaerew.org. Please specify which internship you are interested in applying for as well as hours needed and what school you are attending.



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