



Delta Gamma

1873

Job Title: **marketing and communications intern**
Department: Foundation
Reports to: graphic designer and social media manager
FLSA Status: hourly, non-exempt (10-15 hours per week)
Location: Columbus, Ohio or remote-eligible/hybrid
Duration: complete academic year preferred

Application Link: <http://bit.ly/EOREcruitment>
Application Deadline: April 10, 2022

Job Summary:

The intern will gain practical experience in several areas of marketing and communications including social media, blog posts, project management, and digital asset management.

Essential Functions:

- Newsletter organization, content, and submission.
- Proofreading and editing communications and marketing pieces, including web content, solicitations, membership magazine stories, stewardship items, emails, handbooks, and other resources.
- Brainstorm and create compelling social media content for Facebook and Instagram, with a special focus on Instagram stories. Manage social media campaigns, with foundation programs manager, collegiate fundraising spotlights, and other regular social posts. Collaborate with Delta Gamma Fraternity social media managers to create joint and shared posts.
- Brainstorm and creating compelling blog posts focused on Foundation impact, history, and current events to be shared in email, web, and social media.
- Use Canva or another design software tool (depending on ability level) to create social media post graphics, email headers, and other graphic elements.
- Track social media and email effectiveness and create reports for staff to share with other Foundation staff and BOT.
- Manage SmugMug (photo and video asset tool) to ensure that Foundation photo assets are uploaded, cataloged, and organized for use by the Communications team.
- Assist with event logistics as needed (picking up items, groceries, packing lists, etc).

Qualifications:

- Demonstrated commitment to creating inclusive environments where belonging is valued
- Delta Gamma membership a plus
- Must be highly organized, detail oriented and able to work independently
- Experience in marketing and communications

- Currently enrolled in or have completed degree in marketing and communications, liberal arts, or other relevant field

2/2022