



*Job Title:* **marketing and communications intern**  
*Department:* Marketing and Communications  
*Reports to:* assistant director for communications  
*FLSA Status:* exempt; part-time (15-20 hours/week)  
*Location:* Columbus, Ohio or remote eligible

*Application Link:* <http://bit.ly/EORecruitment>  
*Application Deadline:* Sunday, July 31, 2022

*Start Date:* September 2022 (flexible)  
*End Date:* May 2023 (flexible)

***Job Summary:***

- To work in conjunction with Executive Offices staff and volunteers to support marketing and overall communication initiatives.
- To perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation.

***Essential Functions:***

- Support preparations for Delta Gamma's sesquicentennial celebration including website content and structure development, information shared with local chapters, design and production of materials, event preparation and more
- Update documents in the website library, supporting content and brand revision needs
- Assist with creation and writing of member newsletters
- Curate and create blog content, including member outreach and interviews.
- Edit stories for the *ANCHORA* quarterly magazine, with the opportunity to write as well
- Help develop social media posts by sourcing member-generated content
- Support marketing and communication needs for Delta Gamma events including institutes, Regional Training Days and Office Training Seminar (OTS)
- Creatively promote Delta Gamma's merchandise vendors, lifetime dues program and other membership engagement programs and initiatives to relevant audiences
- Interest in content creation for emerging and trending social media platforms
- Assist with designing basic digital and print graphics.
- Other duties as assigned

**Qualifications:**

- Demonstrated commitment to creating inclusive environments where belonging is valued
- The individual should be able to craft and execute tasks with creativity, style and attention to detail
- Proficient in Microsoft Word, Excel and PowerPoint
- Working knowledge of the Adobe Suite, emphasis on Adobe InDesign and Adobe Illustrator preferred
- Strong copyediting abilities, including knowledge of AP style
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Responds to all communication in a timely, friendly and accommodating manner
- Working toward a bachelor's degree in Marketing, Communications, Journalism or a related field

07/2022