



Family Promise of Spokane

# Marketing & Communications Internship

Last Updated: 9/2/2022

---

**OVERVIEW:** Family Promise of Spokane is looking for a competent and diligent creator who can serve in the Outreach & Recruitment Department. A formidable candidate will be motivated by a passion to create branded content that rewrites the stereotype of homeless families. This internship is highly customizable and can be modified to meet educational requirements or personal interests.

## POSITION DUTIES

- Monitor and implement updates to Family Promise website as needed
- Update and provide trainings to staff on style guide and brand compliance
- Create branded marketing materials used for outreach and recruitment
- Prepare and implement effective, compelling Social Media content
- Interview families and write up stories upon request
- Collaborate with other interns to create lasting structure for department
- Report progress, goals and needs regularly to Outreach and Recruitment Staff
- Maintain guest confidentiality and privacy through appropriate means
- Assist with videography, event management/creation, social media campaign creation, etc
- Attend weekly staff meetings if available

## SKILLS

- In-depth working knowledge of Facebook, Instagram, Canva and Wix
- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills

## QUALIFICATIONS - A formidable candidate will be:

- An independent, self-directed creator
- Professional in appearance and manner
- Attention to detail
- Preferred experience in creative writing, marketing, design, art, etc
- Able to compassionately engage with people from diverse backgrounds
- Willing to risk and fail for the sake of creating a new structure

**STRUCTURE:** A Marketing & Communications Intern works directly with their staff supervisor and other interns in the department. Most assigned tasks and projects can be completed at home, but interns seeking the most transformative experience are encouraged to work in the main office. Interns work 10 hours each week and will have a weekly check-in with the Outreach & Recruitment Supervisor that they have been assigned to in order to receive direction and professional development.