



Intern Job Description

Intern Position Title: Communications Intern

Purpose/objective: This individual will focus on the development of promotional and marketing materials, content creation, and social media campaigns, assisting the Media Communications Specialist and the Development Team. In return, Urban Ministries of Wake County will provide an opportunity for the intern to gain valuable, real work experience with marketing communications, event planning, and the day-to-day development activities of a nonprofit organization. This is an unpaid position.

Location: UMWC 1390 Capital Blvd. Raleigh, NC 27603

Key responsibilities: (Include, but are not limited to)

1. Assist communications specialist with social media management, blog posts, and website management
2. Design social media and website graphic content
3. Assist with social media analytics
4. Assist with monthly email blasts
5. Aid with internal and external photography
6. Support the execution of fundraising events, including development of promotion material, providing "day of" support, and event close-out activities
7. Administration support including database updates, mailings, and special projects as needed

Qualifications:

1. Experience with graphic design (knowledge of Canva and/or Adobe Creative Suite a plus)
2. Strong writing and proofreading skills
3. Innovative thinker
4. Detail-oriented
5. Strong research skills
6. Knowledge of Microsoft Excel

Skills & Interests: Marketing and communications, event planning and management, photography, graphic design, writing, research

Time commitment: 8-12 hours per week

Schedule: Hours are negotiable Monday-Friday, 9am-5pm

Training/support provided: Ongoing training and support provided by the Development team of

UMWC.

Benefits: Urban Ministries of Wake County serves more than 42,000 people affected by hunger, homelessness and healthcare. You will be a part of a team that raises \$1.3 million to sustain our programs.

Intern Supervisor: Media Communications Specialist