



Communications & Marketing Intern

*Part-Time (20 hours per week) Internship Opportunity Available at Spring Point Partners
Beginning mid September through mid December 2024*

Are you energized by promoting the work of amazing leaders, organizations, and initiatives in social, racial, and economic justice?

Are you currently enrolled in a degree program in communications or marketing?

Do you have the ability to be onsite in Philly (University City) and work virtually?

ABOUT THE POSITION

The Communications & Marketing Intern is an opportunity to learn and gain experience within the social impact field while also contributing to the digital marketing, digital asset building, and communications of the organization.

This is a part-time internship with a hybrid schedule of two to three days a week (Tu, W, Th) at the Philadelphia office (located in University City) and additional virtual hours as needed to total 20 hours per week. There will be flexibility to work with academic schedules. This internship is projected to run from mid-September to mid-December 2024 and reports to the Communications Manager.

LEARNING / ROLES AND RESPONSIBILITIES

This role primarily focuses on writing and digital marketing:

- Draft digital marketing content for social media, website, email, and other channels
- Promote events and learning opportunities internally and externally
- Create a digital assets collection
- Create internal knowledge resources

In addition, this role will, based on the talents/interests of the candidate and organizational needs, participate in one or more of the following:

- Event photography or videography
- Staff and external partner interviews
- Digital graphic and signage design and production
- Presentation/Report design/editing
- External inquiry responses
- Video editing
- Partner story collection

Finally, this role will participate in organizational initiatives:

- Team/Supervisory meetings
- Organizational events
- Training
- Relationship building

CANDIDATE QUALIFICATIONS

We look forward to the range of professional experiences that candidates provide, and at minimum, meet these qualifications:

- Experience: a minimum of 6 months previous work or student leadership experience

- Technology: ability to utilize technology and familiarity with Microsoft Word, Excel, & PowerPoint
- Education: High school diploma or GED required and completion of at least of half of required major classes in communications or marketing Bachelor's degree program

In addition, we seek candidates who demonstrate these preferred qualifications:

- Experience: prior experience in communications, marketing, events, social media, or related roles
- Writing: strong writing skills and knowledge of differentiating between report writing, social media, etc
- Learning Focused: ability to seek knowledge, conduct self-reflection, and open to coaching and receiving feedback
- Detail & Organization: strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Flexibility: ability to be responsive, change plans quickly, and willing to take on new projects
- Relationship Management: ability to initiate, develop, and maintain positive relationships
- DEI: interest in supporting diversity equity & inclusion (DEI)

SPRING POINT PARTNERS

Founded in Philadelphia, Spring Point Partners LLC is a social impact organization that invests in the transformational leaders, networks and solutions that power community change and advance justice.

We do this by seeking out and supporting community leaders who have the vision to see what's possible and the drive to make that real; connecting the experience of partners with comprehensive and flexible supports for shared learning and impact; and investing in innovative ideas and adaptive solutions that can spark and scale change for all.

Whether we're partnering on youth development, equity in learning, animal welfare or water sector leadership or investing in new business models that close opportunity gaps and boost social and economic mobility, we center equity and justice in all we do — supporting individuals and ideas that can have a catalytic impact in their communities and on our society.

Together, let's change the way social impact is achieved.

DIVERSITY EQUITY AND INCLUSION STATEMENT

Spring Point Partners is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. We welcome and encourage all qualified candidates to apply.

BACKGROUND CHECKS

The final candidate for this role will be asked to complete a background check process and the initial job offer is contingent upon the satisfactory completion of a background check.

APPLICATIONS

To apply please send your resume and email of interest to the Hiring Team at JoinUs@thespringpoint.com with **Communications & Marketing Intern** in the subject line.