

United Way of Essex and West Hudson (UWEWH)

Position: Marketing and Communications Summer Associate (Summer 2010)

Contact: Brooke Barrett—Director, Grants and Strategic Development

Email: bbarrett@uwewh.org

Hours: 15-20 hours per week time commitment

Compensation: Unpaid, Course credit available with school approval

Application Deadline: April 15, 2010

Description:

UWEWH seeks a Marketing and Communications Summer Associate to assist the Community Impact (CI) and Resource Development (RD) Departments. As an intern at UWEWH, you will be exposed to media, public and donor relations, day-to-day nonprofit life, through experiential learning working on short-term and long-term projects. This internship will provide you the opportunity to develop many pieces for your professional portfolio. You will be a vital member of UWEWH team and by supporting the entire organization and the over 700,000 individuals in our community with your superior writing and communication skills.

Key Responsibilities:

- Support UWEWH CI and RD departments through the development of various marketing materials for programs and donor relations
- Assist in the writing and development of marketing materials including newsletters, press releases and social media updates
- Research projects
- Media tracking
- Complete various administrative projects as relevant to marketing and communications work

Qualifications:

- Minimum of two years in marketing, journalism, or communications program
- Excellent organizational, written and oral communications skills
- Ability to work independently and be self-motivated
- Ability to commit to 20-40 hours/week for 10 weeks in the summer, possibility to extend will be considered
- Willingness to attend occasional events outside of the regular business hours of 10am – 6 pm Monday-Thursday

Application:

To apply, send a cover letter, resume and relevant writing sample in pdf form to bbarrett@uwewh.org with the subject line: “Marketing and Research Summer Intern Applicant”