



Marketing Internship Position Description

Position: Marketing Intern

Reports to: CEO

Status: Part-time (20-30 hours/week)

Compensation: \$12-14/hour (depending on experience)

Position Dates: Mid-May to end of August (flexible depending on post-secondary schedule).

Organizational Overview

The Oceana Community Foundation was established in 1989 by a group of community leaders who envisioned a bright future for Oceana County and established the Foundation as a vehicle to connect philanthropy with community needs and opportunities. Today, the Foundation manages more than 200 funds (assets over \$18 million) and awarded \$2.7 million in grants and scholarships in 2023. The Foundation's office is located in the Pentwater. The Foundation envisions an Oceana where everyone has access to resources to thrive.

Principal Duties & Responsibilities:

- **Assist in Social Media Management:** Help create, schedule, and publish content across various social media platforms. Monitor engagement and assist in developing strategies to increase followers and engagement.
- **Content Creation:** support the creation of engaging content for digital and print materials, including e-news, press releases, website content. Help launch a podcast.
- **Graphic Design Support:** Provide support in creating visual assets for marketing materials, such as social media graphics, marketing materials, and presentations.
- **Event Support:** Help coordinate logistics for events, including reserving venues, vendor coordination, RSVP tracking, sponsorship outreach, budget, onsite support as needed.
- **Analytics & Reporting:** Oversee tracking and reporting of communications metrics.
- **Administrative Tasks:** provide general administrative support to CEO, program staff & committee, including filing, scheduling meetings, taking minutes & managing calendars.
- **Foundation's Brand:** Protect and maintain the foundation's brand, consistent with its mission and goals.
- **Learning & Development:** Proactively seek opportunities to learn about different aspects of marketing/communications and contribute ideas to improve processes and strategies.



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Job Knowledge, Skills, & Abilities

- Preferred experience with graphic design.
- Ability to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail.
- Ability to generate creative ideas and implement them within the organization.
- Strong interpersonal skills and ability to effectively interact with all staff, board, committees, nonprofit partners, media, professional advisors and the community.

Send resume and cover letter by May 10 to:

Tammy Carey at the Oceana Community Foundation

Tammy@oceanafoundation.org