



## INTERNSHIP PROGRAM SPRING 2019

**POSITION:** Marketing Intern

**REPORTS TO:** Marketing Specialist

**STATUS:** Part-time Intern

**PURPOSE:** To support River Bend Foodbank and its mission to lead the community-wide effort to end hunger in eastern Iowa and western Illinois

### Key Responsibilities:

- Manage social media accounts – Facebook, Twitter, Instagram (includes keeping social media calendar up-to-date)
- Travel to River Bend Foodbank programs to gather stories
- Aid with creation/copy of marketing materials (both digital and print)
- Assist with social media and marketing of RBFB events and programs (Community Hunger Drive, Women Fighting Hunger)
- Maintain archive of media mentions and direct mail
- Attend bi-weekly marketing/development team meetings

### Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., Marketing/Communications or Public Relations)
- Firm grasp of available tools and platforms in the social media space
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines
- Excellent writing skills
- Ability to engage with a wide variety of audiences
- Professional appearance and behavior
- An effective communicator, both written & oral
- Proficiency in Microsoft Word and Excel; Adobe InDesign and Photoshop a plus.
- Able to work as a member of a team
- Enthusiasm for the mission of River Bend Foodbank

### Time Requirements:

Although this position is unpaid monetarily, it is generous in experience. We would be willing to sign documentation that leads to completion of credit hours and/or write a letter of recommendation for qualified individuals.

- Minimum time requirement is 10 hours each week.
- **Start date:** January 2019 **End date:** May 2019
- Flexible time commitment between business hours (8:30 am – 4:30 pm)

### Travel:

- Limited travel. Will use company car for River Bend Foodbank business. If company car is not available, will reimburse for mileage.

### To Apply:

Send resume and cover letter to Jennifer Schroder at [jschroder@riverbendfoodbank.org](mailto:jschroder@riverbendfoodbank.org) by December 14, 2018.