

MARKETING & EVENTS INTERN

About Paul's Pals

Paul's Pals opens a world of opportunity for children with disabilities. A wheel-friendly surface for baseball. A zip-line with supportive seats. A robot transmitting class discussions to a hospital bed. Paul's Pals enriches the lives of thousands of kids and families across Minnesota by promoting inclusion and universal accessibility in everyday adventures!

Job Overview

The Marketing & Events Intern will work directly with the Executive Director to provide support for the organization's marketing, promotional and event activities including:

- Create and implement, with the support of the ED & Marketing Team, promotional calendar and events to increase brand awareness and outreach for the organization
- Support organization's social media presence and messaging
- Maintain website updates
- Engage in community outreach events and support marketing, promotions and on-site presence
- Participate in creation of new organization video
- Support Event Team in promoting annual event

Qualifications

- Excellent written and verbal communication skills
- Ability to work independently with minimal direct supervision to meet deadlines
- Creativity for promotional ideas and community engagement and willingness to think outside the box and engage in innovation
- Collaborate with a variety of team members and volunteers
- Experience with Microsoft Office Suite and Google Drive, Hootsuite, Wordpress, Adobe suite preferred
- Desire to gain knowledge, experience and resources in the non-profit industry
- Positive attitude and willingness to learn
- Passion for improving lives of children with disabilities

Other Details

- Position starts immediately and continues through July 2017
- Must be available for some evening meetings
- Hours are flexible
- Stipend of \$1000 available at end of internship, dependent on performance

To Apply

Submit cover letter, resume and letter of reference to:

Jennifer Lewin, Executive Director

jennifer@pauls-pals.org