UNITED WAY
Southeast Missouri

Position: Marketing & Events Intern
Fall or Spring Semester

Job Description: Work alongside Executive Director and Marketing Coordinator to assist with fundraising events and marketing efforts, while advancing the mission and nonprofit network of United Way of Southeast Missouri. Individuals can expect to gain hands-on fundraising experience with a globally recognized nonprofit in events management, execution, communication, and design.

Primary Duties:

- Capture high quality photo and video content for use in print and digital materials
- Help design and execute digital and print tactics
- Assist in planning, executing and promoting campaign fundraising and donor engagement events, including annual Golf Tournament in October, Get on the Bus partner tours, and others TBD.
- Obtain prizes and donations for community fundraisers
- Other related contributions as requested

Qualifications and Performance Skills Desired:
Incoming college Junior or Senior status

- 12 hours/week commitment on and off site depending on project
- Basic background in Adobe Illustrator & Photoshop and/or other common design and layout applications
- Photography and videography skills
- Proven project management and organizational experience
- Ability to work independently, self-starter
- Superb written and oral communication skills
- Working knowledge of Microsoft Office and Adobe Suite

To Apply: Submit cover letter and resume to Ciera Schlie, Marketing Coordinator, by emailing ciera.schlie@unitedwayofsemo.org. Use MARKETING & EVENTS INTERN for the subject. This is a position that delivers valuable real-world experience and can be taken for credit, if desired. A $500 stipend will be given at the end of the semester upon satisfactory completion, whether taken for credit or not.