

MARKETING & COMMUNICATIONS

UN-PAID POSITION

(would count towards service hours- if high school student)

- 10-15 Hours/week, 12 Week Internship (Roughly starting June Wk 2-Aug Wk 2)
- Preferred working days/week- Mon, Wed, Fri
- Rising Senior or Graduating Senior preferred (if High School)

FOCUS: MARKETING & COMMUNICATIONS:

- Would post to all social media platforms and plan out social media strategy (with assistance/supervision of Executive Director weekly)
- In charge of photography and categorizing all photos that we have at NAPC, would send weekly photography requests to committee, or take photos as needed themselves.
- Would help with the creation of Marketing items, and/or direct all marketing requests to NAPC Freelance Designer and work with her on all marketing items needed
- Would develop some Marketing Tools in Canva to help support NAPC social media, and other programs that the Freelance designer does not create.
- Help with some copy on Sunday morning items, announcements, and social media copy
- Help with website- design updates/copy updates/photo updates- to keep up-to-date on site
- Would also help with the weekly newsletter publishing and communication.

EXPERIENCE:

- A good eye for design
- Fast-pace, creative thinker
- Able to take direction, and run with it (self-starter)
- Familiar with MAC platform and Multiple Social Media platforms
- Able to use web-based Canva program for Graphic Design/Social Media creation
- Able to learn Wordpress (our back-end of the Website) and be able to make website updates