

Kate's Club – Marketing + Communications Internship

Organizational Overview- Kate's Club is a leading Atlanta area nonprofit organization that empowers children and teens facing life after the death of a parent or sibling. By creating friendships with kids and young adults that share the experience, Kate's Club guides children through their grief journey in a comfortable, safe, and uplifting setting. See www.katesclub.org for more information.

Internship Guidelines- Kate's Club is seeking a marketing and communications intern. Interns can be undergraduate or graduate students. Interns can work toward course credit. No financial compensation is available. Specific internship period, hours and work agreements are negotiable; 20-40 hours a week of in-office availability is preferred. Candidates should have a passion for Kate's Club's mission and the ability to play an integral role in advancing the organization's efforts to reach the estimated 40,000 children and teens in the metro Atlanta area facing life after the death of a parent or sibling. Interns will serve as members of a small staff team and be supervised directly by Kate's Club's Development Director. Interns have the opportunity to gain significant professional experience, playing a lead role in the design and implementation of critical projects, and gaining exposure to every aspect of a dynamic and growing organization.

Marketing & Communications

- Email "blasts" to donors, stakeholders and the general public, using Constant Contact
- Blog and social media
- Website content
- Media campaigns
- Fundraising campaigns
- Communications around special events
- Press Releases
- Updating of communication calendar
- Participation in marketing + communication strategy

Qualifications

- Understand and actively use social media platforms, including, but not limited to, Facebook, Twitter and Pinterest
- Demonstrated interest in nonprofit management and/or working with children
- Must learn quickly, thrive in an environment with competing demands and quickly changing priorities, and be able to thrive in an environment where team members are given general direction and expected to figure out the details
- Efficient and technologically competent
- Must be an excellent writer, able to consistently and effectively communicate Kate's Club's mission
- Extremely detail-oriented and organized
- Professional, consistent, reliable, proactive
- Strong interpersonal and communication skills

Application Process

To apply, submit the following to info@katesclub.org.

1. Resume
2. A cover letter, no more than 2 pages in length that includes:
 - a) The start and end date of the period that you are available to work
 - b) Your available number of hours per week and preferred schedule
 - c) A narrative description of your relevant skills and experience
 - d) Will you be working for credit towards a degree or certification program?