

United Way Marketing & Communication Intern

Purpose and Goal:

United Way of Central Minnesota is focused on creating measurable results in Central Minnesota. We seek a motivated, detail-oriented, self-starter with an interest in nonprofit work who can work well with others and fill an integral role in our Marketing and Communication department. This position will give the opportunity to become involved in the community, meet new people, and learn about local service programs around Central Minnesota. The intern will assist with organizational marketing, resource development efforts and the promotion of United Way, the largest nonprofit in the world.

Primary Responsibilities:

- Assist with planning events
- Write press releases, success stories, newsletter articles, etc.
- Update the United Way of Central Minnesota website
- Assist with media analysis
- Support organizational social media efforts
- Help with video editing and graphic design projects (if applicable)

Qualifications:

- Strong writing skills
- Knowledge of Microsoft Office Suite
- Ability to assist with special events
- Able to work under deadlines
- Punctuality and dependability
- Familiarity with basic video editing software (not required)
- Experience with basic graphic design software (not required)

Time Commitment:

- Spring, summer or fall semester for 15-20 hours per week
- A specific schedule will be confirmed with the intern upon selection.

Benefits:

- Hands-on training and close collaboration with a leading nonprofit.
- Opportunity to make contacts in the community and acquire experience that is great on your resume.
- A progressive management style that allows interns to take on a great deal of responsibility and provides a supportive, stimulating work experience.

United Way Key Contact:

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Mission: To improve people's lives by mobilizing the caring power of Central Minnesota.