**Position Description:** Heart of Missouri United Way has an exciting opportunity for a motivated student to assist with print and digital marketing in support of our mission. Marketing Interns will utilize both traditional and new print and digital marketing to promote brand awareness and engage with current and potential donors.

**Primary responsibilities include:**

* Assisting the Marketing and Communications Director in promoting Heart of Missouri United Way through the HMUW website, email marketing, and print materials
* Assisting in the design and production of brochures, print pieces and online media to support the work of Heart of Missouri United Way
* Assisting with planning and product ordering for events (such as CoMo Chopped, Read Across Columbia)
* Working directly with local magazines, newspapers, and other media outlets to promote Heart of Missouri United Way
* Assisting the Marketing and Communications Director with daily tasks as needed

**Commitment**: The Marketing Intern position is a part-time internship position and will report to and be supervised and evaluated by the Heart of Missouri United Way’s Marketing and Communications Director. The Marketing Intern will work a flexible 10-15 hour week. Internships are available for both late Summer and Fall semesters. **\*This internship is unpaid.** The position can be modified if needed to meet class credit criteria.

**Qualifications**: The applicant should be a college student working on or college graduate with a degree in Communication, Public Relations, Media Design, or a related field. Specific skills required include a strong work ethic, strong interpersonal skills, the ability to make presentations to groups, excellent verbal and written communication skills, strong organizational skills, and the ability to present work in a polished, timely, and professional manner.

The Marketing Intern should also be able to adhere to an established schedule, meet deadlines, use common office programs including Microsoft Word, Excel, Microsoft Publisher, and Microsoft PowerPoint and use e-mail and the Internet. Knowledge of the Adobe Creative Suite and social media sites (Facebook and Twitter) required.

**To Apply:** Please email a cover letter and resume to:

Alaina Leverenz, Marketing and Communications Director

aleverenz@uwheartmo.org

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