



Marketing Internship

Organization Summary: *Free Arts Minnesota is a nonprofit organization dedicated to bringing the healing powers of artistic expression into the lives of abused, neglected and at-risk children and their families. Over 250 trained volunteers bring arts and mentorship to children living in residential treatment centers, domestic abuse shelters, therapeutic preschools and special school settings throughout Minnesota.*

Job Description: Marketing Intern will work in a fast-paced and forward-thinking environment, with true hands-on opportunities. They may develop our on-line presence, support PR initiatives or coordinate special events. This position involves administrative assistance, event planning and implementation assistance, assembly and distribution of marketing materials, invitation calls, and donation requests as well as Internet research. Some weekend work will be required.

The ideal candidate would be available 15 - 20 hours a week, would be out-going, self-motivated, a critical thinker, able to work with groups of people including volunteers, in addition to being proficient in Microsoft Word, Excel and internet capabilities. MS Publisher experience a plus. Have interpersonal, written, phone, database entry skills and have a strong sense of design.

The candidate will be currently pursuing a BA in marketing, communications/public relations, graphic design or related field and be at their junior or senior level of study.

This is a volunteer position. College credit may be available depending on the requirements of your college or university.

Responsibilities:

- Working directly with Marketing Manager to improve programs
- Conduct research on new project ideas
- Assist in coordinating special events
- Create How-To's for projects he / she works on
- Database entry (enter and update donor information)
- Call local organizations for solicitations
- Other duties as assigned
- Assist with newsletter, annual report, website, annual luncheon, volunteer recruitment

Interested applicants should send a cover letter and resume via email or mail to

Free Arts Minnesota

Attn: Erin Lauderma

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Erin@freeartsminnesota.org

No phone calls please