

## Marketing / Promotions Internship

**Title:** Marketing / Promotions Internship in Adult Education (Unpaid)

**Working hours:** Evenings & Saturday mornings required. Shifts vary. Up to 40 hrs/wk.

**Start date:** April 30, 2018

**Minimum commitment:** 3 months

### Description of Position:

- Conduct marketing outreach calls and present to local university student groups to improve community outreach and build new relationships with organizations
- Organize and edit a large collection of photos and videos for marketing purposes
- Promote various educational programs through newsletters, ads, etc.
- Assist with interpretation and translation (Spanish <-> English)
- Help with office tasks as required
- Lead student projects.
- Possible role as student services leader. Design and lead students on trips around Boston. Help new arrivals adjust to life in Boston.

### Qualities Needed for Position (please address in cover letter):

- Strong Computer skills (Microsoft office, photo/video editing, designing advertisements)
- Bilingual a plus (Spanish)
- Flexibility to adapt to multiple roles when needed
- Strong professional phone presence
- Passion for adult immigrant rights and a sense of service
- Strong research skills and works well independently
- Great people-person, establishes new relationships easily
- Outgoing
- Hard worker
- Able to navigate public transit in Boston
- Mature. Good decision maker. Trustworthy. Knows when to ask for help.
- Excellent writer
- Strong computer skills
- Quick learner, especially with technology

### Benefits:

- Monthly MBTA pass will be provided
- Free YMCA gym membership for household.
- Gain experience in a marketing/promotions role in a nonprofit environment!

### To Apply:

- Send cover letter and resume to [balbertson@ymcaboston.org](mailto:balbertson@ymcaboston.org)
- No phone calls please.
- Application deadline: 4/27/2018