



## **Job Description**

**Job Title:** Marketing and Development Intern

**Reports to:** Senior Development Manager

### **Job Summary:**

Marketing and Development Intern will be provided with a broad range of responsibilities in event planning and execution, print and digital content creation, message development and integration, community outreach, and organizational development.

### **About Bridge Communities:**

The mission of Bridge Communities is to transition families experiencing homelessness to self-sufficiency by working with community partners to provide mentoring, housing, and supportive services.

### **Job Expectations:**

The Marketing and Development Intern is expected to support the Fundraising/Development team and other staff in the areas of event planning and execution, print and digital content creation, and video production. At the successful conclusion of the internship, you will have specific experiences, accomplishments, and metrics to add to your resume. You may also have finished materials to add to your portfolio.

You will learn how to set individual goals that align with Bridge Communities' organizational goals, as well as with goals specific to the Fundraising/Development team and other staff. To work efficiently and effectively towards all goals, you will hone project and time management skills. You will also grow written and verbal communication skills through audience research, message development, content creation, and supporter solicitation. You will be an active participant in assessing the results of your activities and will participate in your evaluation process.

## **Job Duties:**

Event Related – Assist in the planning and execution of events, including a Celebrating Women, Transforming Lives luncheon; BBQ competition and live music festival; Pickleball Tournament; a county-wide Sleep Out Saturday (SOS) fund- and awareness-raiser; and a Wine Women & Shoes event.

1. Support sponsor, donor, and attendee growth by assisting in promotional messaging, materials development, and other activities to help expand event participation and support.
2. Help with the planning, promotion, and execution of Bridge’s Celebrating Women, Transforming Lives luncheon on May 30, 2025 and Pickleball fundraiser on July 26, 2025.
3. Assist in outreach to church, youth, community, high school, Girl and Boy Scouts, and other groups to promote SOS engagement.

Marketing/Communications Related – Support strategic outreach and stakeholder cultivation through both print and digital content creation. You may complete one or more of the following potential projects:

1. Create print and digital content, projects may include assistance with event promotional campaigns, sponsorship materials, general promotion of Bridge Communities.
2. Collect and analyze data for projects that may include client outcome reports and materials targeting corporations, community/service groups, and other audience subsets.
3. Assist with database maintenance.

Through this experience the Marketing and Development Intern will gain a working knowledge of targeted communications, stakeholder engagement, and fundraising. You will be able to apply and grow your skills in strategic message development, written and verbal communication, content creation, cultivation and solicitation, and research to further develop Bridge programs. You will have access to senior leadership and other community leaders to observe and interview to inquire about real-world experiences and enhance learning opportunities.

The projects completed by the Marketing and Development Intern will strengthen Bridge’s capacity and mission, and thus improve the lives of families experiencing homelessness who are being housed and mentored by Bridge Communities.

## **Job Qualifications:**

The marketing and development internship requires a 30-hour-per-week commitment over a 10-week period within the 12-week period of approximately May 19, 2025 to August 8, 2025. The range is adjustable based on your availability, and it provides for vacation time during the summer. We welcome the opportunity to expand your experience beyond the 30-hour minimum whenever possible, though that would likely be unpaid.

The position pays \$15 per hour, plus reimbursement for mileage expenses, assuming at least a 10-week, 30-hour per week commitment.

Position will be hybrid, with intern asked to be in the office approximately three days per week, though that may vary.

The Intern must have a valid driver's license, automobile insurance, and access to an automobile. A full background check will be conducted to review financial and criminal history and includes a Sex Offender Registry check.

Demonstrated requirements for a successful candidate include:

- It's anticipated that candidates will be currently enrolled in college as an undergraduate or graduate student.
- Excellent verbal, written, and interpersonal skills.
  - Meaningful marketing and communications coursework and/or experience.
  - Attention to detail and excellent grammar and editing skills.
  - Ability to work independently, and as a team member.
  - Ability to set priorities and organize work to accomplish goals. Ability to manage schedule, and work outside of typical work hours.
  - Proficiency with Microsoft Office suite (intern will be provided with a laptop by Bridge Communities).
  - Proficiency, creativity, and tenacity with internet research.
  - Ability to make cold calls, via phone and in-person.
  - Desire to understand issues of homelessness and poverty. Passion for helping those in need.
  - Some graphic design ability, preferably in Canva, is not required but would be a plus.

All inquiries should be directed to:

Jenifer Bystry, Director of Community Engagement: [Jenifer.bystry@bridgecommunities.org](mailto:Jenifer.bystry@bridgecommunities.org)

All inquiries will be kept confidential. Please visit [www.bridgecommunities.org](http://www.bridgecommunities.org) to learn more about our mission, community impact, and vision.

**Please submit:** Your resume *and* a cover letter. You're welcome to submit any other samples you feel would be relevant to the position. Please also confirm your available start and end dates, and any activities or absences that may conflict with your availability (e.g.: academic obligations, other job requirements, vacation, etc.).

**Deadline for application is March 31, 2025.**

*Bridge Communities is committed to providing an inclusive and welcoming environment for all members of our staff, client families, volunteers, and vendors. Bridge Communities does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.*

*Bridge Communities will take affirmative action measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or applicant on the bases of the above-mentioned protections.*

*Reasonable accommodation will be provided as needed to enable qualified applicants with a disability to participate in the pre-employment process.*

This job description does not list all duties of the job. You may be asked by supervisors to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Your employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.