



## INTERNSHIP DESCRIPTION

**Position Title:** Marketing and Communications Internship – San Antonio Headquarters

**Reports to:** Vice President of Communications

The Marketing and Communications Intern supports the VP of Communications across all segments of the LiftFund's communications efforts targeted to our four main audiences: customers, donors and potential donors, board and staff and community partners. This individual will be involved in the planning and execution of a variety of marketing strategies across multiple channels, including email marketing, social media, PR, outreach and awareness events, printed collateral, and more. The ability to work in a fast-pace environment is key.

**Responsibilities include, but are not limited, to the following:**

- Creating and updating marketing materials
- Developing newsletters for internal and external customers
- Writing success client profiles
- Preparing social media content
- Assisting in promotional strategies
- Assist in the planning and managing marketing and media events
- Assist with outreach events as needed

**Skills and specifications:**

- Strong written and verbal communication skills
- Well-developed skills in organization and time management
- Responsible and professional
- Proactive, self-starter
- Team player with strong interpersonal skills
- Embrace LiftFund's mission and work
- Ability to solve problems and suggest appropriate solutions
- Basic computer skills; knowledge of Microsoft Office, Publisher a plus
- Ability to work flexible hours, including some evenings and weekends
- Experience designing marketing materials

**Education and Professional Qualifications:**

- Must be actively enrolled in an accredited college or university in the fields of communications, nonprofit management, business, marketing or related field; preferably in their junior or senior year.
- Stipend opportunity available.

To apply for this internship position, please contact Martha Zurita, VP of Communications, at [mzurita@liftfund.com](mailto:mzurita@liftfund.com) or 210.531.5518.