



Marketing & Development Internship Job Description

WHO WE ARE:

Creative Action is a nationally-recognized youth arts education nonprofit organization in Austin, Texas. Our team of professional teaching artists inspire youth to be creative artists, critical thinkers, confident leaders, and courageous allies in their community.

JOB SUMMARY:

Creative Action is currently seeking an enthusiastic, creative and dependable marketing and development intern. In this position, you will support both departments efforts to raise awareness about the organization. Your work will include research, writing, and social media outreach. The position will report to the Director of Marketing and Communications.

Duties and Responsibilities

- Researching media outlets and maintaining media list
- Drafting press releases and media alerts
- Content writing for online presence, including blog and social media posts
- Research leadership speaking opportunities
- Support for other marketing projects and tasks as needed
- Data entry support related to gifts, donor contacts, and program evaluation
- Development research, including funding opportunities, donor prospects, and relevant statistics
- Support in February around our annual gala, Big Hair Country Fair, such as guest materials, prepping supplies, etc.
- Help building our "best of" photos, work samples, and story archive and support for story gathering activities, such as interviews with staff and students
- Support for other fundraising projects and tasks as needed, such as mailers, donor packets, special events, etc.

Requirements and Qualifications

- Available to work 10-15 hours a week between 9a-5p (schedule is flexible)
- Strong verbal and written communication skills
- Data entry and computer skills a must
- Strong work ethic
- Positive attitude, willingness to learn and make a difference in the lives of youth and the community
- This is an unpaid internship. Applicants must currently be enrolled at a university and able to receive course credit. We will work with your academic institution to approve course credit for this internship.

To apply, please send a letter of interest and resume to christa@creativeaction.org.