Opportunity Description

<table>
<thead>
<tr>
<th>Opportunity Title</th>
<th>Marketing Intern</th>
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<tbody>
<tr>
<td>Hours (Days/Shift):</td>
<td>Up to 20/hrs per Week</td>
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<td>Supervisor:</td>
<td>Marketing &amp; IT Strategist</td>
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<td>Department:</td>
<td>Operations</td>
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ACCESS helps create a community where people share skills and resources to develop a sense of responsibility for themselves and each other. We are a team of positive individuals who strive to make a change for the better in our community. Join today. We look forward to meeting with you!

Position Summary
This unpaid internship offers emerging professionals in the field of marketing or communications an opportunity to contribute to the design, execution and evaluation of marketing campaigns and ongoing activities. The Marketing Intern will work directly with the Marketing and Brand Strategist to help execute and monitor marketing campaigns. The intern will also support ACCESS ongoing efforts to enhance its digital content strategy and social media activities. Specific activities may include performing administrative tasks related to the campaign, reviewing creative and routing it for internal approval, creating content and other tasks as required.

Position Duties & Responsibilities

- Work directly with the marketing strategist for each campaign to ensure creative development and campaign monitoring remain on schedule
- Review creative submissions to ensure they align with brand guidelines and quality standards for approval.
- Coordinate to track and report on campaign performance
- Produce digital content such as social media posts and blog articles
- Coordinate and design and update web pages, flyers, forms, and other marketing collateral
- Work to schedule activities such as video and photoshoots
- Communications efforts such as press releases, media tracking, website copy, etc.

Desired Qualifications and Skills:

- Belief in ACCESS’ mission to help build community
- Junior or Senior undergraduate student, or recently graduated, with a degree in communications, marketing, business, English, or related field.
- Excellent communication and organizational skills; proven writing experience a plus.
- Ability to work within deadlines and in a professional manner.
- Experience with the Internet, Microsoft Word, and Excel required. Skills with WordPress, Lightroom, InDesign, Photoshop, Premiere Pro or other design/layout programs a plus.
- Willing to receive a background check and sign confidentiality agreement.
- Must be able to multitask in a variety of areas.
- Knowledge and experience in all or some of the following areas: brand strategy, campaign planning and creative ideation, digital analytics, digital content development, social media management, and monitoring
- Ability to work both independently and collaboratively with people of diverse backgrounds while sustaining client and intradepartmental confidentiality.
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The above information is designed to outline the functions and position requirements of this internship. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained.

**Availability:** 15 – 20 hours per week

- Internship available, depending on student’s academic schedule.
- Three to five days per week, depending on schedule and school requirements.
- Business Hours are 8am-5pm Monday through Friday.

**Ways to Apply**

Online at [http://www.accesshelps.org](http://www.accesshelps.org) or call Volunteer Specialist Chris Kline at 541-774-4315

ACCESS 3630 Aviation Way, Medford, OR 97504