

Michigan Nonprofit Association

<u>TITLE</u>	Communications & Marketing Intern
<u>SUPERVISOR</u>	Communications Officer
<u>DESCRIPTION</u>	<i>This part time position is to support the organization's mission by assisting in the creation, management, and dissemination of completing content that raises awareness, engages stakeholders, and drives involvement for the nonprofit sector. This internship position will help amplify MNA's messaging, increase its visibility across various platforms. This internship is intended to provide valuable hands-on experience in the communications & marketing field.</i>

POSITION RESPONSIBILITIES

- **Content Creation**
 - Assist in writing, editing, and proofreading content for various platforms, including newsletters, social media, blogs, press releases, social media reels and vlogs.
- **Social Media Management**
 - Support the development and execution of social media strategies, including scheduling posts and tracking performance metrics.
- **Marketing Campaigns**
 - Contribute to the planning and execution of marketing campaigns and promotional materials to boost awareness of MNA events, programs, and initiatives.
- **Event Support**
 - Aid in the coordination and promotion of MNA events, including preparing materials, managing attendee communications, and assisting with logistics.

POSITION REQUIREMENTS

- A can-do, positive, and productive attitude and a good sense of humor.
- A driven self-starter who is open to collaborative brainstorming and excels in a work environment that is entrepreneurial and innovative with minimal direction.
- Ability to thrive and succeed in a fast-paced environment, while always delivering performance and products with excellence.
- Enthusiastic for the nonprofit sector and have a willingness to learn and engage in the ever-evolving programs and services MNA provides to support nonprofits resulting in greater impact in community.
- Strong organizational and project management skills, with keen attention to detail and ability to adapt and execute under deadlines.
- Must be a creative & systems thinker that takes initiative.
- Excel in a diverse and collaborative work environment.
- Excellent interpersonal and communication skills (written and verbal), including the ability to listen effectively and responsiveness that is appropriate, tactful, and swift.
- Ability to be held accountable for responsibilities and actions in the position.
- Excellent writing and editing skills with a keen eye for detail.
- High level of proficiency with technology including Microsoft Office Suite (excellent command of Word, PowerPoint, and Excel).
- Familiarity or knowledge working in Canva or other similar graphic design tools.

The statements included are intended to describe the general nature and level of the work being performed by the individual(s) assigned to the position. This is not an exhaustive list of all duties and responsibilities. Michigan Nonprofit Association management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.

- Strong experience in producing/editing of social media reels.

WORKPLACE & ORGANIZATIONAL CULTURE

- We believe that a diverse, inclusive, and equitable workplace is key to our success, and we promote a culture where employees feel they belong, are respected, and feel valued for who they are. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, citizenship, genetics, disability, age, or veteran status.
- MNA is deeply committed to diversity, equity, inclusion, and justice in our hiring practices. Our team is stronger together because we hire great people from a variety of backgrounds. We know that diverse perspectives lead to better solutions, and we actively seek a diverse staff.
- We take great pride in a culture that promotes and embraces work life integration.

EDUCATION & EXPERIENCE

- Pursuing or recently completed degree in Communications, Marketing, or related field.

SUPERVISORY ROLE

- No

EXEMPT OR NON-EXEMPT

- This position is classified as non-exempt and would be entitled to receive overtime pay compensation if applicable.

LOCATION

- All candidates interested in this position should reside in the State of Michigan, and/or be willing to relocate to residency in the State of Michigan.
- This position is mostly virtual, with opportunities for in person engagements, with opportunity for expense reimbursement(s):
 - All organizational staff meetings
 - Supervisor check in meetings
 - Legislative & Lobbying meetings

INTERNSHIP TIMELINE

- September 2024 – May 2025

COMPENSATION PACKAGE

- Hourly: \$16 per hour, max of up to 25 hours per week
- Benefits include:
 - \$50 monthly technology reimbursement
 - \$250 Professional Development stipend, for continued learning & development

HOW TO APPLY

- If you are interested in applying and learning more about this open internship at Michigan Nonprofit Association, please submit a resume and cover letter to Beckie Hawes-Baggett (hr@mnaonline.org)

**ALL RESUME & COVER LETTER SUBMISSIONS ARE DUE BY
MONDAY SEPTEMBER 30, 2024**