



NATIONAL
ABILITY
CENTER

Marketing & Outreach Internship Job Description

Description: Interns will provide marketing assistance to drive traffic and awareness to the National Ability Center brand and community programs and to assist in the execution of National Ability Center fundraising events throughout the year. Specific duties will be discussed during interviews but may include the following: media outreach, creating and/or distributing marketing and press materials—both print and web-based, event promotional materials, market research, and general office administration.

Reports to: Marketing and Outreach Manager

Required Skills: Ability to work independently on marketing projects including direct mail pieces, target marketing, and outreach events. Act as a liaison for National Ability Center by providing Marketing/PR information to media, National Ability Center partners, donors, volunteers and the public at large. An Undergraduate or Graduate college student or commiserate professional experience preferred. Basic computer processing skills including MS Office required. Website Management, InDesign, Graphic Design and Video production specific experience desirable.

Additional Recommended Skills/Licenses: Driver's License, proof of insurance, and completion of a Utah State background check.

Time Requirement: A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work between 6-16 hours per week on projects at home or at the National Ability Center office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events.

Compensation: Internships with the National Ability Center Foundation are not paid, but offer valuable hands on experience. Course credit may apply.

To Apply: Please complete an internship application and/or a cover letter and resume if you are interested in a Marketing and Outreach Internship position. Applications are accepted on an on-going basis.