



Intern Job Description: Marketing and Communication Intern

The Violence Prevention Center of Southwestern Illinois is a social service agency that helps survivors of domestic violence overcome the trauma of abuse and create a future without violence.

Position: Marketing and Communication Intern

Description: The Violence Prevention Center seeks a dynamic, self-starter to assist in marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working with a well-known community based nonprofit organization.

Responsibilities:

- Assist with updating and maintaining VPC's social media presence, including scheduling Facebook and Instagram updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch new releases, media alerts, and other stories
- Assist with the design of flyers, graphics, e-vites and other marketing material for major events hosted by VPC
- Assist with updating the VPC website when needed.
- Collaborate on new ideas and directions for marketing and communication

Qualifications:

- Enthusiasm for the mission of the Violence Prevention Center and the survivors we serve
- Firm grasp of available tools and platforms in the social media space.
- Working toward a college degree, preferably in a related field (English, Marketing, Communications, or Public Relations)
- Must be computer literate (working knowledge of Office Suite) Knowledge of HTML and graphic design programs a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with various professionals
- Self-motivated, good organizational skills, detail oriented, ability to prioritize, multi-task and meet deadlines
- Ability to follow a style guide and execute on brand messaging

Start Date: Internship open until filled, requires a 3-6 month commitment.

Hours: 8-12 flexible hours per week at based in Belleville IL, with remote options available.

Compensation: This is an unpaid/volunteer internship. Intern will be granted permission to use work product in their portfolio.

To Apply: Please send cover letter and resume to melissa.tutterow@vpcswi.org