About the Internship
United Way of Long Island is seeking a Marketing & Communications Intern to begin in May 2020 or sooner, if possible.

The Marketing & Communications Intern will work with the marketing team to develop marketing materials, public relations stories, press releases, and social media content.

A major project will be crafting stories and press releases for United Way of Long Island’s veterans initiatives.

The ideal intern is a skilled writer and editor with keen attention to detail.

Marketing & Communications Functions
- Assist in writing projects, such as media materials, stories, blogs, website and social media content
- Help the team develop testimonials for United Way of Long Island
- Assist team with taking photographs, interviewing program participants
- Take inventory of marketing materials
- Assist with developing media databases; celebrity & marketing contacts research
- Assist in the activities of United Way of Long Island’s major events; aid with day-of event activities, including set up and break down

Skills/Experience Required
- Skilled writer/storyteller
- Demonstrates attention to detail/editing skills
- Ability to understand the creative aspect of the marketing & communication industry and be willing to learn new skills
- Willingness to assist in day-to-day administrative activities (photocopying, phone calls, scanning materials, mailing, other administrative tasks, etc.)
- Knowledge of Email/Outlook, Word, Excel and PowerPoint
- Knowledge of social media platforms
- Team Player, Proactive and Flexible

Other Requirements
- College student working toward a degree
- College course credit is available, if applicable

Internship Duration
- One academic or summer semester (3 months) with potential to extend
- Minimum 12 hours per week

To Apply
- Submit via email: a resume, writing sample and brief cover letter stating interest in position to United Way of Long Island, Susan Dunbar, sdunbar@unitedwayli.org