



Marketing & Communications Summer Intern
United Way of Long Island
www.unitedwayli.org

About the Internship

United Way of Long Island is seeking a Marketing & Communications Intern for Summer 2019.

The Marketing & Communications Intern will work with the marketing team to develop and implement United Way of Long Island marketing materials, special events and public relations stories to achieve established objectives for United Way of Long Island. Responsibilities include:

Marketing & Communications Functions

- Help the team develop testimonials for United Way of Long Island
- Assist in the activities of United Way of Long Island's major events
- Assist team with interviewing and taking photographs
- Take inventory of marketing materials
- Help teams send out mailings & prepare materials
- Aid with day-of event activities, including set up and break down.
- Celebrity & marketing contacts research
- Assist with developing media databases
- Assist in writing projects, such as blogs, stories, website content or media materials
- Assist in social media efforts

Skills/Experience Required

- 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 (Copying, phone calls, scanning materials to prepare for meetings, mailing and other administrative tasks, etc.)
- Knowledge of Email/Outlook, Word, and Excel
- Knowledge of social media platforms
- Team player

Other Requirements

- College student working toward a degree
- Minimum 15 hours per week
- College credit is available

To Apply

- Submit a resume and cover letter to sdunbar@unitedwayli.org.