

**Kosciusko County Community Foundation
Summer 2025 Marketing Intern Job Description**

TITLE: Communications & Program Intern

REPORTS TO: Communications Director, Senior Program Officer

SUPERVISES: None

JOB CLASSIFICATION: Non-Exempt, temporary, part-time position

WAGE: \$15/hour

WORK SCHEDULE:

Approximately 20 hours per week beginning May 19, 2025, through August 8, 2025 (dates are flexible), not to exceed 250 hours total. The position will work in the office at 102 E Market Street, Warsaw, IN between the hours of 8:30 am – 4:30 pm ET (work days/hours are flexible, but must fit within the 8:30-4:30 timeframe).

POSITION SUMMARY:

This internship position offers a professional learning and work experience in an office setting within a charitable organization. The position is ideal for a student who is majoring in Journalism, Marketing, Graphic Design, Communications, but other majors will be considered. The role encompasses hands-on project work, strategic support activities, and exposure to various business functions. Working alongside experienced professionals, the intern will gain practical knowledge while contributing to meaningful organizational initiatives. This dynamic opportunity balances structured learning with real-world application.

The Communications and Program intern will work with the Communications Director to develop digital and print materials and experiences that share the story of the foundation's mission and activities with donors, grantees, and the broader community. The intern will also work with the Senior Program Officer and other members of the Program Team. "Programs" at the Community Foundation refer to grants, scholarships, and youth philanthropy initiatives.

PRINCIPAL RESPONSIBILITIES (COMMUNICATIONS)

- Assist in drafting and editing newsletters, website, annual report, press releases, donor legacy stories, and social media content.
- Provide special event support including event set-up, photography, and tear-down.
- Proofread communication materials such as emails, reports, and presentations.
- Work with local printing vendors to request quotes for printed communication pieces and mail services.
- Assist with scholarship related marketing including website, photography, and sign delivery.
- Draft design concepts for marketing campaigns.
- Track communications efforts and results.
- Attend staff and committee meetings in order to gain further knowledge and understanding of both the Community Foundation and our nonprofit grantees.
- Research and gather information for marketing purposes.
- Other duties as assigned.

PRINCIPAL RESPONSIBILITIES (PROGRAM)

- Creation of support materials for parents and classroom teachers for the Piggy Possibilities Fund initiative.
- Project management for creation of a scholarship video to inform students about the Community Foundation's scholarship processes (writing, scheduling, filming, editing, staff review, final edits and production).
- Project management for creation of a video that school principals could share regarding our youth philanthropy program, KEYS.

REQUIRED AND PREFERRED SKILLS AND EXPERIENCE:

- Must be a full- or part-time undergraduate or graduate student who is admitted and/or enrolled in a two-year or four-year accredited college or university.
- Must be able to think creatively.
- Graphic design skills and experience using Canva or InDesign, and Adobe Photoshop are preferred.
- Proficient photography and video skills are preferred.
- Must demonstrate strong communication skills – written and oral.
- Must demonstrate strong interpersonal skills with people of diverse ages and backgrounds.
- Must be able to manage multiple projects simultaneously and meet deadlines.
- Must demonstrate proficient use of the Microsoft Word. Preferred proficiency in Microsoft Outlook and Excel.
- Flexibility.
- Ability to maintain confidentiality.
- Must have a valid Driver's license and have access to reliable transportation.

PHYSICAL REQUIREMENTS OF POSITION:

- Regular use of keyboard.
- Consistent sitting for many hours at one time.