

Marketing Intern Job Description

United Cerebral Palsy (UCP) is seeking a marketing intern to assist with launching a funding campaign over the next six months for an estimated 5-7 hours per week. The position may be extended for a longer period. This is an unpaid position which has the potential to turn into a paid contractor position.

The mission of UCP is to be the indispensable resource for individuals with cerebral palsy and other disabilities, their families, and their communities. The UCP network has helped millions of people live life without limits, dream different dreams and change the paradigm of care and standard of living for people with a spectrum of disabilities.

This is a wonderful opportunity for someone who seeks experience working in the not-for-profit world with a prestigious organization that has served families dealing with cerebral palsy since 1949.

We seek candidates with the following qualifications:

- Outstanding written and verbal communication skills
- Experience with various social media platforms
- Strong organizational skills, attention to detail, ability to work independently as needed, and follow-up on assigned projects
- Reliability, sound judgement, flexibility, and the ability to work on several projects simultaneously
- Must be able to follow directions, and work independently within a team environment, as well as interact with a variety of project teams
- Administrative/support and positive, can-do attitude committed to collaborative work environment
- Completed or near completion of a BA in marketing, journalism, or public relations
- Available at least 5 hours a week (more hours are welcome)
- Proficient with Microsoft Office (Word, Excel, PowerPoint) and Google Apps (Gmail, Docs, Sheets)
- Must be flexible, adaptive, and a team player with the ability to handle multiple priorities

Responsibilities:

- Assist in the development of collateral materials
- Assist with content development for social media platforms
- Posting on social media platforms to engage with the audience on a regular basis
- Helping to create collateral materials
- Other projects as assigned

UCP headquarters is based in Washington, DC, but this is a fully remote position. Please send resume kismet.associationconsulting@gmail.com