MARKETING INTERN JOB DESCRIPTION

First Descents seeks a Marketing Intern to support the coordination and execution of key marketing, fundraising, and event-related projects. The Marketing Intern must have strong written and verbal communication skills, excel at project management, and be well-versed in computer and clerical-related tasks. Furthermore, the Marketing Intern must be willing to support the Development and Marketing Team with a wide-range of projects and duties. It is imperative that the Marketing Intern embraces the culture and the mission of First Descents.

RESPONSIBILITIES:
We need an organized, goal-oriented individual to step in and be our Marketing Intern. Our ideal candidate is passionate about serving young adults impacted by cancer and is interested in pursuing a career in nonprofit marketing and development. The marketing intern will devote a large portion of their time and efforts to assisting with planning and execution of the FD Ball – First Descent's marquis fundraising event. Responsibilities will include, but are not limited to:

FD BALL: You will assist the Marketing Manager on all media-related projects for the FD Ball, including the sourcing of video and photo assets. You will run point on the creation of the event print program and manage the creation of related advertisements to acknowledge donors and sponsors. Experience with design software such as Adobe Photoshop, Illustrator and InDesign is preferred! Your role will also include sourcing silent auction items and assisting with the coordination of live auction items.

GENERAL MARKETING: Everyone loves a good marketing plan! As such, you will participate in all planning meetings surrounding marketing and communications-related projects. You'll also help generate content and manage posts across FD's social media platforms and contribute to the blog and e-newsletters. We're big on keeping organized so you can work with the Marketing Manager to catalogue and maintain media assets for future use. You'll also get to practice those public speaking and people skills at several community events – some of which will take place on weekends.

OUT LIVING IT: It's our motto and succinctly sums up our core values of adventure, challenge, community, humility and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

INSIDE DETAILS:
This is an un-paid position based at our HQ in Denver, CO, working typically from around 8:30am to 4:30pm on weekdays. The marketing intern is expected to contribute between 15-25 hours per week. You need to be open to working late and on weekends when required – especially in the week leading up to the FD Ball on Saturday, April 1, 2017.

APPLY:
To get started, write us a great pitch letter and send it to marketing.jobs@firstdescents.org along with your resume. Tell us why you’re the perfect Marketing Intern for FD and how you think your passion and unique set of skills will help our mission and community thrive.

First Descents provides life-changing outdoor adventures for young adults impacted by cancer.