



Marketing and Communications Intern

Girls on the Run St. Louis is a transformational, youth development program for girls in grades 3-8. Life skills are taught through a dynamic curriculum that incorporates running and the culmination of the program is a celebratory 5K running event. Our goal is to unleash confidence in young girls through accomplishments, while establishing a lifetime of healthy living.

Description: Girls on the Run St. Louis seeks an undergraduate college student majoring in marketing, communications, public relations, English or related field to assist with marketing, promotions and special events.

Responsibilities:

- Assist in designing, coordinating, and presenting marketing assets for Girls on the Run events and programming
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Assist in developing and editing content for newsletters, promotional materials, blog posts, and more
- Assist in coordinating social media (platforms include Facebook, Twitter, Instagram) presence; create an editorial calendar to help execute organization's goals
- Assist with coordinating, organizing, setting up, and breaking down special events; some weekend and evening hours required
- Update and maintain media contacts list
- Maintain photography database, assist in developing naming/tagging conventions to better catalog assets
- Other duties as necessary

Minimum Qualifications:

- Undergraduate college student
- Excellent written and verbal communication skills
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Passion for making a difference in the community
- Experience and comfort in working on social media platforms
- Basic Microsoft Office skills

Start Date: September 2018 (exact date flexible).

Hours: 10-15 hours per week as well as special events. Schedule is negotiable.

Compensation: This is an unpaid/volunteer internship.

To Apply: Please send a cover letter, resume, and 1-2 writing samples and/or social media content samples to Emily Franz, Development Director at (emily@girlsontherunstlouis.org).