



Job Description - Intern – Marketing / Social Media Temporary Part-Time Unpaid Internship

Candlelighters Childhood Cancer Foundation is proud to announce the availability of an internship with our Development Team! This internship presents the opportunity to contribute to Candlelighters charismatic special events and family programming efforts while gaining invaluable experience in public relations and communication.

This internship is a great opportunity for someone pursuing a career in marketing, public relations, non-profit, business management, and event production. The ideal candidate must be energetic, a team player, results-oriented and detail orientated. This internship requires a candidate with confidence in interpersonal communication, knowledge social media platforms, public speaking, excellent writing skills, and a passion for making a difference in the lives of our families battling a childhood cancer hardship.

Responsibilities

- Monitor social media channels daily for mentions, feedback, opportunities, and questions.
- Attend various functions to record content for our social media channels
- Create content for various social media platforms
- Assist in mission outreach to donors, businesses, sponsors by phone and mail Assist with mailings and package assembly
- Utilize social network platforms to promote events
- Tackle area strategies through research
- Other duties as assigned

Qualifications

- Commitment to a flexible work schedule of 7- 15 hours per week with nights and weekends
- A tech savvy approach and willingness to learn
- Experience in one or more of the following: Canva, InDesign, Adobe Photoshop, Animoto
- Have a can-do attitude and thrive on new challenges
- Knowledge of Facebook, Instagram, Twitter, YouTube, and experience writing content
- Strong writing, editing and proofreading skills
- Must be proficient in Microsoft office
- Self-motivated, detail-oriented and strong organizational skills
- Ability to work independently and with Candlelighters staff
- Strong communication skills via email and phone

Take Your Education on a Mission

Are you looking for an intern opportunity that directly impacts the community you live in? 1 in 285 children will develop cancer before the age of 20. This is your opportunity to begin a rewarding career with an organization that serves children diagnosed with cancer being treated in Nevada, from birth to age 21. Together we can provide emotional support, quality of life programs, and financial assistance for children and their families affected by childhood cancer. To apply send cover letter and resume to lgillman@candlelightersnv.org. Visit candlelightersnv.org to learn more about our organization.