



4547 N 7<sup>th</sup> Street Suite 210, Phoenix AZ 85014  
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**Marketing and Public Relations Intern**  
**Supervisor: Sr. Director of Marketing**

**General Job Description:**

This position is responsible for assisting in the strategic marketing and public relations of BBBSAZ. The individual must demonstrate the ability to undertake basic writing assignments, and possess an understanding of basic media relations skills, an ability to interact professionally with clients, and good judgment. A working knowledge of graphic design (Adobe Creative Suite), video production and social media strategy is necessary. The Senior Director of Marketing will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously. Intern will work between 15-30 hours per week.

**Typical Duties:**

- Draft and design public relations and marketing materials including flyers, signs, event invitations, social media digital assets, press releases, media alerts, fact sheets, infographics and other materials as directed
- Interview matches and create “Match Story” moments (video, print, photo montages)
- Assist in distribution of approved press releases and media alerts
- Assist with organization of existing impact story bank
- Assist with building and maintaining press kit
- Assist in promotion of the Think Big corporate partnership program, Be A Big volunteer recruitment program, signature fundraising events, donor stewardship and recruitment events, and donor acknowledgement initiatives
- Attends and participates in staff meetings, training sessions, presentations and brainstorming sessions as directed
- Assists with the distribution of agency information/materials at community outreach events
- Assists with administrative duties including answering phones, sorting, collating, stuffing envelopes, mailings and other administrative functions as assigned
- Establish positive relationships with volunteers, clients and parents/guardians.
- Maintain professional relationships and networking with local media and community resources
- Other duties as assigned

**Position Requirements:**

- Must be enrolled in a communications, public relations, journalism, marketing or related accredited college program
- This position is unpaid
- Must have high level of organization
- Must be able to work under deadlines
- Must be willing and able to work with diverse populations
- Must have reliable transportation, valid driver’s license and insurance
- This internship is not a guarantee of a future position
- There is a 30 day probationary period associated with this position

Please send a cover letter, resume and portfolio/samples to Brandi Devlin [bdevlin@bbbsaz.org](mailto:bdevlin@bbbsaz.org).