



Name of company: Childsplay

Title of Position: Marketing Intern

Hours / week: Availability at least 2-3 days a week (flexible on which days), 20hrs/week.

Description of Position: Childsplay is seeking a highly motivated, creative and organized individual to join our team as a Marketing Intern. This internship is designed for undergraduates and graduates who want to gain experience in various aspects of a marketing department.

Primary duties include but are not limited to:

- Assist with gathering data for marketing reports
- Drafting and editing copy
- Engaging with the marketing team on a regular basis for brainstorming sessions
- Provide support for social media effort
- Assist with the creation and scheduling of Email Blasts
- Perform analysis of marketing and sales data
- Maintain tracking reports of public relations activity
- Monitor social media web analytics on a weekly basis (e.g. page views, twitter followers), and provide reports of growth and other activity.

Basic Requirements:

- Strong written and verbal communication skills
- Organize, with the ability to prioritize time-sensitive assignments
- Proficiency with Mac and/or PC computers
- Proficiency in Microsoft Office Suite
- Familiarity with social media such as Facebook, Twitter, Instagram and Hootsuite, but will also train.
- Interest in Marketing, non-profit management, Arts Administration or other related fields
- Design background is a plus!
- IT skills a plus!

Application:

Applicants must submit a cover letter, resume, and the names, email addresses and phone numbers of three professional references. If a portfolio site or body of work is available, please submit as well. If you are interested in applying for this opportunity, please submit requested materials to Cynthia.gemberling@scottsdalecc.edu.

900 S. Mitchell Dr.
Tempe, AZ 85281
Office 480-921-5703
Fax 480-921-5777



childsplayaz.org