Marketing & Communications Internship

The Catholic Foundation of North Georgia helps Catholics make a lasting difference in the community. We attract, professionally manage, and invest gifts to support the current and long-term financial needs of parishes, schools, charities, and other ministries.

Position Title: Marketing and Communications Intern

Position Description:
The Marketing and Communications Intern will be responsible for supporting the staff with the marketing and communication efforts of the Foundation. Tasks will include assisting with a variety of projects, including #iGiveCatholic and the annual report. The intern may work on print and electronic communications (newsletter, e-updates, social media, website, brochures, etc.), videos, social media efforts, data collection, website maintenance, and design projects.

Applicants should have completed at least one year of college and live in or attend school in the Archdiocese of Atlanta. Recent college graduates who graduated in the last year are also welcome to apply.

Activities may include (training will be provided):
- Brand identity enhancement
- Website updates
- Social media efforts – content creating, scheduling, reporting
- Email marketing assistance
- Writing donor feature stories for use in publications (website, annual report, enewsletters)
- Assisting with major projects, including #iGiveCatholic and the annual report
- Assisting with event marketing
- Collaborating with staff on new ideas, directions, and venues for communications and marketing
- General office work including attending meetings and taking part in the organization’s decision making process

Qualifications:
- Knowledge of Microsoft Office products, especially Word, Excel, and PowerPoint
- Knowledge of Mailchimp, Wordpress, Hootsuite, Canva, HTML, and graphic design a plus
- Skilled in verbal and written communication
- Good organizational skills
- Ability to communicate in a professional manner with a variety of people
- Self-motivated, ability to prioritize, multitask, and meet deadlines
• Interest in learning about nonprofit work
• A practicing Catholic is preferred

**Accountability:** The Marketing & Communications Intern reports to the Communications Manager.

**Compensation:** This is a paid internship.

**Hours:** 12-15 hours per week over a three month period.

**Location:** Internship can be done remotely or in person. Specifics will be agreed to with your manager and the Foundation President.

Our office is located at 5871 Glenridge Drive, Suite 300, Atlanta, GA 30328

**To Apply:** Please send both a resume and a cover letter detailing your experience and interest to Angela O’Donoghue at catholicfoundation@cfnga.org.