

**Communications and Marketing Intern: Unpaid Internship**  
**Access of West Michigan**  
**For Fall Semester 2020 or Spring Semester 2021**

**Who we are:**

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the past five years, Access has reframed our approach to poverty by focusing on prevention through systems change. Our three initiatives are Good Food Systems, Congregational Connections, and Poverty Education. The Good Food System initiative focuses on growing a local food system that is that is fair, green, healthy, and affordable for all. Through Congregational Connections, Access connects the faith-based community to issues of social justice and stewardship within benevolence outreach. Poverty Education exists to overcome misconceptions of poverty and motivate people to become involved in activities that promote justice in our communities, as well as provide economic opportunities for workshop staffers.

**Primary Duties and Responsibilities:**

- Assist with marketing projects, including: website updates, social media posts, newsletter and direct mail pieces, flyer and brochure design, blog posts, and other creative ideas!
- Provide marketing support for events
- Be involved with creative brainstorming on how best to utilize and capitalize on social media platforms to engage our stakeholders
- Provide administrative support and perform other job-related duties as assigned

**Knowledge, Skills, and Abilities**

- Previous Wordpress and social media experience a plus
- Superior organizational and communication skills
- Strong attention to detail and a demonstrated ability to take initiative
- Excellent public relations and customer service skills in dealing with internal and external constituents
- Must enjoy working as a member of a team with an attitude of "pitch-in", and "no-job-is-too-small", on multiple projects and handle pressure with grace
- Proficient in Microsoft Office applications and strong internet skills required

**Requirements**

- Must be a Junior or Senior level college student
- Interest in actively learning about fundraising and development.

- Ability to multi-task and use creativity to develop new event concepts.
- Working knowledge of Microsoft Word, Excel, and Outlook.
- Outgoing and friendly personality who enjoys working with people.
- Work with accuracy and attention to detail.
- Ability to work well as a team member or independently.

Think you are a great fit for us? Send your cover letter and resume to [alaina@accessofwestmichigan.org](mailto:alaina@accessofwestmichigan.org)