



MindSight Mentors

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Mission: Providing every child with the tools to find their spark.

Position: Marketing and Communication Intern

Location: Everett Washington / Hybrid / Remote

Duration: 12 Months

Type: Internship

Compensation: Unpaid

About Us:

Mindsight Mentors is a Global Youth mentoring organization, a central hub where Mentors and Mentees converge to share wisdom, knowledge, education, career and life experience.

Our mission: Providing every child with the tools to find their spark.

Position Overview:

We are seeking a proactive and creative Marketing and Communications Intern to join our team for a one-year internship. This role offers a valuable opportunity for students or recent graduates to gain hands-on experience in marketing, content creation, social media management, and communications in a fast-paced environment. You will work closely with our marketing team to support various initiatives that drive brand awareness and engagement.

Key Responsibilities:

- Assist in the planning and execution of marketing campaigns across digital and traditional channels.
- Create, edit, and publish content for social media, blogs, newsletters, and websites.
- Help manage and grow our social media presence on platforms such as LinkedIn, Instagram, Twitter, and Facebook.
- Monitor and report on the performance of marketing campaigns and social media content.
- Support the development of marketing materials, including brochures, presentations, and promotional content.
- Assist in organizing and promoting webinars, events, and other marketing activities.
- Conduct market research to identify trends, target audiences, and competitive insights.
- Help maintain and update the company's website, ensuring content is current and engaging.
- Collaborate with the design team to create visually appealing graphics and multimedia content.
- Assist in drafting press releases, media pitches, and other public relations materials.
- Support email marketing efforts by creating and managing newsletters and email campaigns.
- Help track and analyze the success of communication strategies and suggest improvements.

- Participate in brainstorming sessions and contribute new ideas for content and campaigns.
- Assist in maintaining the company's brand voice and messaging consistency across all platforms.

Qualifications:

Currently pursuing or recently completed a degree in Marketing, Communications, Public Relations, Journalism, or a related field.

- Strong written and verbal communication skills.
- Basic understanding of digital marketing principles and social media platforms.
- Familiarity with content creation tools like Canva, Adobe Creative Suite, or similar software.
- Ability to multitask, prioritize, and work independently in a fast-paced environment.
- Strong attention to detail and creativity.
- Proficiency in Microsoft Office or Google Workspace (Docs, Sheets, Slides).

Preferred Qualifications:

- Experience with social media management tools (e.g., Hootsuite, Buffer).
- Familiarity with SEO principles and analytics tools like Google Analytics.
- Basic knowledge of email marketing platforms (e.g., Mailchimp, Constant Contact).
- Previous experience in content creation, copywriting, or PR is a plus.

What We Offer:

- Hands-on experience in marketing and communications within a real-world business setting.
- Mentorship from experienced marketing and communication professionals.
- Opportunities to build a strong portfolio with diverse marketing projects.
- Access to professional development resources and marketing tools.
- A collaborative and inclusive work environment.

Application Process:

- To apply, please submit your resume, a brief cover letter explaining your interest in Marketing, communication and any relevant coursework or projects to support@mindsightmentors.org

Deadline to Apply: September 15th, 2024

Start Date: October 1st (Flexible based on availability)

Equal Opportunity Employer:

Mindsight Mentors is an equal opportunity employer committed to creating an inclusive environment for all employees and celebrating diversity.