



Volunteer Title: Marketing Intern

The Marketing Intern helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by supporting our growing need in the areas of marketing, communications, and fundraising. This position plays a key role in assisting with creating and facilitating the production of print and web pieces that assist in telling the story of New Life and its programs to a variety of audiences through graphic design, digital and print marketing and social media.

Location: New Life Headquarters Office, Richfield

POSITION RESPONSIBILITIES

- **PRINT MARKETING/COMMUNICATIONS:** Help produce and create print communication pieces for the organization including brochures, newsletters, annual reports, appeal letters, direct mail and event materials. Facilitate mailings with staff.
- **DIGITAL MARKETING:** Assist with the creation of ad copy and design. Provide support to our Outreach staff with the creation of materials needed for networking and speaking. Provide content for program websites, articles, newsletters and blog posts. Assist with email marketing campaigns and monthly e-newsletters. Update and maintain email lists. Gather content for social media posts.
- **DEVELOPMENT AND SPECIAL EVENTS:** Support the Event Coordinator with content for promotional emails and social media for all events. Assist staff at fundraising events. Provide graphic design support for development initiatives.

POSITION QUALIFICATIONS

- Pursuing Bachelor's Degree in Business, Communications, Marketing or related field.
- Graphic design skills including experience with Adobe Creative Suite.
- Proficient in Microsoft Office with experience in data entry, query, and general database use.
- High interest in multiple social media platforms and has the ability and interest to learn new technical skills.
- Ability to take direction from supervisor, work as part of a team, but also independently

CORE VALUES/COMMITMENTS

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life and sexual purity
- Demonstrate strong interpersonal and administrative skills.
- Exhibit ability to respect client and donor confidentiality through the safe keeping of related information.

REQUIREMENTS

- Submit completed NLFS Volunteer Application along with Resume'

- Upon Acceptance - Complete New Volunteer Orientation Training, Confidentiality and Mandated Reporting Training and Background Check