



Marketing Intern – GirlUp GVL

Summary/Objective

The Marketing Intern partners with the Executive Director to plan, develop and execute marketing campaigns, and assists with program activities with GirlUp GVL Program Attendees. Additionally, the Marketing Intern will support and lead marketing activities such as promoting program events, social media campaigns, volunteer updates and newsletter communications. The Marketing Intern's effectiveness will be based on their ability to plan, draft, schedule and execute marketing communications for the organization following leadership's direction.

Essential Functions

- Coordinate with the Executive Director to plan weekly and monthly social media schedule
- Gather the photos and stories needed ensuring high priority items are regularly posted
- Assist with organizing photos on Google Drive account
- Create marketing materials
- Create end of summer video highlighting activities from the summer
- Assist with daily program plans and activities supporting the Program Team.
- Assist with ongoing social media presence and newsletters through photo collection, posts, captions and promotions.
- Prioritize interest in our Middle School Program Attendees in the program.
- Provide consistency, security and dependability each day. Maintain strict confidentiality at all times.
- Assist Program Attendees with activities
- Build relationships and trust with program participants
- Invest in furthering Program Attendee's academic success and character development.
- Engage Program Attendees with grace, love and patience.

Required Competencies

- Patience and understanding
- Problem solving
- Strong work ethic
- Punctuality and reliability
- Classroom management skills
- Multitasking
- Conscientiousness
- Emotional & situational awareness
- Loving aptitude
- Working with marginalized, at-risk children
- Strong verbal and written communication skills
- Networking skills
- Conflict resolution

Required Education, Certification and Experience

- Previous experience working with middle or high school youth
- Minimum 2 years of working experience
- High school diploma or GED
- CPR and First Aid Certified
- Experience with Microsoft Office Suite
- Experience with Social Media Platforms such as Instagram and Facebook
- Reliable transportation

Preferred Experience



- 2+ years of experience working with middle or high school youth
- Leadership experience

Other Pre-Employment & Screening Requirements

- Completion of GirlUp GVL Employment Application.
- All candidates must submit to a mandatory pre-employment background check
- Submittal of three (3) or more professional references.

Work Environment or Working Conditions

This job operates in a variety of environments such as but not limited to the following: classroom settings, outdoors, vehicles (i.e. bus, car), events and professional meetings. This role routinely uses standard office equipment such as computers and phones.

Work Hours and Schedule Expectations

- Typical program working hours will be during Monday - Thursday 7:30 - 1, estimating 22 hours a week
- Additional weekly work hours may be warranted for planning and preparing for program and social media activities.
- Weekly staff meeting with the Executive Director.
- Work may extend past or before typical working hours during weekdays.
- Weekend hours may be required and will be communicated in advance.

Physical Demands

- Ability to lift 10 – 20lbs
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to mentally handle stressful and/or emotional situations.
- Ability to maintain confidentiality of program attendees

EEO Statement: EOE/Vet/Disabled

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.