

Bay Area Food Bank, Marketing and Communications Interns

Background:

Bay Area Food Bank serves a 24-county area spanning South Mississippi, South Alabama and the panhandle of Florida. They distribute food to church pantries, soup kitchens and other non-profit organizations. Additional programs provided by the organization include Child Nutrition, Disaster Relief, Emergency Response Pantry, Mobile Pantry, Rural Delivery and the Supplemental Nutrition Assistance Program (SNAP) Outreach. Bay Area Food Bank is an United Way agency and a member of Feeding America.

Description:

Interning with a non-profit agency reaps many rewards, the most paramount being the ability to truly make a difference. The environment of a non-profit organization is a fast-paced, team environment where students are able to enjoy more hands-on experience than with a traditional corporate position. This increased responsibility helps expand a student's skill set and develop critical relations with other professionals.

Requirements:

- Currently pursuing a degree in Communications, Marketing, Advertising, Public Relations or a closely related field
- Computer and social media skills
- Verbal and written communication skills
- InDesign experience/coursework
- Knowledge of website and graphic design is a plus

This internship requires at least 20 hours per week and is for college credit only.

Responsibilities:

The intern will assist with key tasks as they relate to the food bank's programs and fundraising events.

- Website maintenance
- Taking photography and videography for events and collecting photo release forms when necessary
- Assist with social media: Facebook, Twitter and LinkedIn
- Assist with coordinating special events, food drives, campaigns and fundraisers
- Help collect and edit newsletter articles for both print and electronic versions
- Assist in editing and creating promotional materials including: invitations, programs, brochures and special-event signage
- Assist with preparing email marketing campaigns using email marketing software
- Assist with thank-you letters to donors
- Assist with data entry and preparing mass mailings