

Foundation Marketing & Communications Intern

Summary: The Tri Sigma Foundation internship program provides an undergraduate student exposure to career opportunities in philanthropy. We seek an individual for whom an internship with the Foundation may impact both her Sigma experience and professional goals. During the 10-week internship, experiences will include working with Foundation staff and volunteers, while reporting to the Director of Communications & Chapter Fundraising.

Eligibility:

- Graduate or undergraduate student
- Must be current with alumnae dues or good standing with collegiate chapter
- Knowledge of non-profit management, communications or marketing, either through coursework, volunteer or work experience
- Ability to share why she gives and/or supports the Foundation's mission.

Primary Responsibilities:

- Creating content and managing social media calendar
- Writing copy for newsletters, social media, emails and more
- Editing and proofing marketing content and online resources
- Assisting with mailings, which may include postage, sorting and distribution
- Developing branded marketing content for chapter fundraising
- Assisting with special projects as needed for communications or stewardship

Skills Gained Include:

- Provide an inside look at the day to day operations of a non-profit as well as strategic decision making regarding communications, fundraising and donor cultivation
- Make connections with Foundation staff and volunteers
- Expand communication skills – written and oral
- Learn how to work remotely by utilizing online tools, video conferencing and cloud based file sharing

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learn·lead·give

Qualifications:

- Proficient in Microsoft Office Suite and Google Drive
- Ability to maintain a high level of confidentiality with information obtained through internship program
- Excellent written and verbal communication skills
- Ability to work remotely and be on the computer or phone frequently
- Strong time management skills

Details: One internship is available for summer 2018 and applicants will be selected for phone interview based on information provided in cover letter and resume. Internship will begin May 29 and end August 3. Individual will be expected to work a total of 20 hours a week, between the hours of 8 am and 5 pm. Weekly schedule is flexible, and availability will be agreed upon prior to start of internship.

Application: Submit cover letter, resume and two references to dpaulhamus@trisigma.org by April 15, 2018.

Any questions regarding the internship and process, please contact us at foundation@trisigma.org.