**Marketing & Communications Internship**

*Location: Waterloo office*

**Reports to:** Director of Community Engagement

**Status:** Unpaid Internship

**Job Summary:**

Marketing & Communications Interns will work closely with the Marketing & Development teams to assist with all things Marketing and Fundraising related. This includes event planning, community outreach, and social media.

**Job Description:**

* Assist with planning and implementation of the annual communications plan.
* Take photos and videos at FOF events, trainings, meetings, etc.
* Plan and create social media content across Facebook, Twitter, YouTube, Instagram, TikTok, and LinkedIn.
* Assist with developing agency publications such as newsletters, annual reports, brochures, blog posts, and flyers.
* Write and Submit press releases and news stories featuring FOF events and programs.
* Complete data entry.
* Prepare and distribute flyers and mailers.
* Participate in community engagement events.
* Attend tabling events with staff to promote FOF programs and services.
* Assist with fundraising events.

**Job Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family.
* Maintain professionalism and develop familiarity with agency policy and procedures.
* Openness to perform other work assignments as requested.
* Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
* Demonstrate support for Friends of the Family’s mission of providing safe shelter, confidential services, and housing assistance to individuals in crisis.

**Job Qualifications:**

* Excellent organizational skills, attention to detail, and ability to prioritize.
* Excellent verbal and written communication skills.
* Knowledge of social media platforms and the web.
* Proficiency in Adobe suite and Canva.
* Proficiency in Microsoft Office 365.

**For more information, please email the Volunteer Coordinator, Liz Hopkins, at** [**elizabethh@fofia.org**](mailto:elizabethh@fofia.org) **with the subject line ‘Development & Communications Internship.”**