



2 Dover Rd, Durham, NH 03284 | (603) 868-5150 | www.oryarec.org

Internship Description – Marketing and Communications

Title:	Marketing and Communications Intern
Employer:	Oyster River Youth Association
Salary:	Unpaid
Reports to:	Communications and Internship Coordinator
Commitment:	Flexible with min of 20 hours per week
Working Hours:	Flexible – May be required to help with games/events on weekends or evenings

INTERNSHIP SUMMARY

Marketing and Communications interns assist ORYA staff with communications and marketing regarding the planning and execution of ORYA programs and events. Included in these responsibilities are helping with customer service; and with general office and administrative support. Interns will receive hands-on experience in a variety of aspects of print and digital communications. This internship is an excellent opportunity to experience various aspects of marketing and communications while working for a well-known community based nonprofit organization.

DUTIES/RESPONSIBILITIES

- Assist with updating and maintaining ORYA’s media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Assist with the design of flyers, graphics, e-vites and other marketing material for ORYA events
- Assist with updating the ORYA website when needed
- Compose and respond to emails to community members
- Answer and direct phone calls and take messages
- Provide customer service to community members who come into the office
- Maintain confidentiality of participant information according to ORYA privacy policy
- Other duties as assigned

QUALIFICATIONS:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Firm grasp of available tools and platforms in the social media space
- Previous internship or related experience in marketing or communications is a plus
- An effective and professional communicator, both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Must be computer literate (working knowledge of Microsoft Office, Windows, and Outlook)
- Knowledge of HTML and graphic design a plus
- Proficiency in WordPress highly desired
- Enthusiasm for ORYA’s mission and the families we serve