

***The Down Syndrome Association of Northeast Ohio
Marketing & Special Events Intern Job Description***

Position: The Marketing & Special Events intern will work directly with the Marketing & Development team to assist in promoting the organization's programs, the 2023 Sunburst Gala (scheduled for February 18, 2023), and the 2023 Buddy Walk (summer 2023) through social media, organization website, electronic and printed communication. This person will assist with some administrative duties relating to planned fundraising events.

Responsibilities:

Marketing

- Work with organization staff to create social media calendar (Facebook, Twitter, Instagram, LinkedIn)
- Work with Special Events Coordinator and others key staff to coordinate event logistics
- Work with Special Events Coordinator to procure and organize supplies for the Sunburst Gala
- Attend planning meetings as scheduled
- Work with Development team to create copy for and update the website and social media sites, including Facebook, Twitter, and online event calendars
- Assist Executive Director with email blasts
- Assist with after-event tasks, including data entry, reports and analysis

Skills Needed:

- Detail oriented
- Excellent written and verbal communication skills
- Creative, some graphic design experience helpful
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher
- Experience with Canva, InDesign or Illustrator helpful

Time Commitment: 10-15 hours per week.

How to apply: Interested applicants should send resume and cover letter to:

Toni Mullee, Executive Director
Down Syndrome Association of Northeast Ohio
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Independence Ohio 44131
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