



# Internship Opportunity Description

<b>Position Overview</b>	The Marketing & Development Intern will assist in the implementation of Arc’s Marketing & Development plan to increase awareness and visibility of the organization and its programs, and researching, developing, and securing grant and funding sources.
<b>Position Title</b>	Marketing & Development Intern
<b>Position Type</b>	Non-paid Internship suitable for undergraduate/graduate students or others interested in the position
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Assist in the establishment of editorial calendars</li> <li>▪ Develop and post content to various social media outlets</li> <li>▪ Track and analyze social media trends and outcomes</li> <li>▪ Generate visual and verbal content for various publications both online and print (i.e. newsletters, flyers, presentations)</li> <li>▪ Steward potential and current donors</li> <li>▪ Identify potential funding sources (i.e. grants, donors)</li> <li>▪ Assist in the completion of grant materials</li> <li>▪ Support staff with coordinating special events</li> </ul>
<b>Initial Impact</b>	Assist in the successful implementation of department goals and outcomes.
<b>Sustained Outcomes</b>	As a Marketing & Development Intern at The Arc of San Diego, you will support the department in reaching its fiscal year goals and outcomes.
<b>Training</b>	<p>The training will include the following:</p> <ul style="list-style-type: none"> <li>▪ Orientation of The Arc of San Diego</li> <li>▪ Strategies for working with individuals with developmental disabilities</li> <li>▪ Explanation of paperwork</li> </ul> <p>Each intern will also receive:</p> <ul style="list-style-type: none"> <li>▪ Volunteer handbook</li> <li>▪ Observations with an evaluation containing constructive feedback</li> </ul>
<b>Support</b>	Staff will actively assign and evaluate projects that provide hands-on marketing & development experience in a nonprofit environment. All interns also receive regular feedback from the Vice President of Marketing and Development.
<b>Commitment</b>	This is a weekly commitment.
<b>Length of Time</b>	This internship requires a minimum commitment of 3 months
<b>Amount of Time</b>	8 - 20 hours/week
<b>Specific Schedule</b>	TBD, Flexible
<b>Location</b>	Sulpizio Family Center, 3030 Market Street, San Diego, CA 92102
<b>Qualifications</b>	<p>The ideal candidate will be:</p> <ul style="list-style-type: none"> <li>▪ Familiar with social media planning, posting and management tools (i.e. HootSuite, etc.)</li> <li>▪ Acquainted with image manipulation software (i.e. Photoshop, Publisher, Canva, etc.)</li> <li>▪ Knowledgeable of Microsoft Office</li> </ul>
<b>Skills</b>	The ideal candidate will have experience in researching and analyzing strategic marketing and social media trends as well as in interacting and corresponding with excellent written and verbal communication skills. Proficiency in planning, generating and posting social media content as well as familiarity with imaging software is beneficial.
<b>Benefits</b>	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> <li>▪ You will directly participate in and contribute to the Marketing and Development Department of one of the largest nonprofits and providers of services to individuals with developmental disabilities in San Diego</li> <li>▪ You will build experience and receive constructive feedback in order to improve</li> <li>▪ You will gain professional references</li> </ul>

For more information, contact Jennifer Navarra, Vice President of Marketing & Development, via phone at 619-685-1175, ext.1291 or email at [jnavarra@arc-sd.com](mailto:jnavarra@arc-sd.com)