
SUBJECT:	JOB DESCRIPTION
JOB/POSITION TITLE:	Marketing and Communication Associate (internship) <i>Non-Exempt /Temporary Part-time</i>
SUPERVISOR'S TITLE:	Director of Marketing
POSITIONS SUPERVISED:	None

Summary

Working under the direction of the Director of Marketing, the Associate will develop graphics and content to implement external communication plans, including but not limited to; mass emails, print media, radio, television, billboards, social marketing, Facebook, Twitter, Instagram, web sites, and public service announcements.

Major Expectations

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Advance the mission of Buffalo County Community Partners, the backbone of the Buffalo County Well-Being Collaborative, by modeling collective impact practices and partnership building as a customer centered team member engaging volunteers in strengthening community well-being.
3. Work with the Director of Marketing and Communication to plan, develop and implement branding guidelines.
4. Work with the Director of Marketing to create content, narrative, graphics and key messages to implement external communication, including but not limited to; mass emails, print media, radio, television, billboards, social marketing, Facebook, Twitter, Instagram, web sites, and public service announcements.
5. Create graphics and messaging as needed by the organization.
6. Work to understand and integrate community efforts to meet the goals of the organization.
7. Serve as a part of a customer service team to the volunteers and donors by answering phones, taking messages, greeting customers, and making referrals.

Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPAA requirements.
2. Working toward a degree in communications or promotion, marketing, graphic design or equivalent experience.

3. Experience in one or more areas of video production, web design, graphic design, copy writing, social media development.
4. Skills preferred: listening, openness, communication, organization, initiative, accountability, leadership, connectedness, trauma informed, diversity and inclusion informed. Bi-lingual skills preferred.
5. Ability to prioritize work, and meet deadlines as required.
6. Experience with or ability to work with Microsoft Office, WordPress, InDesign, Photoshop or other graphic design and web development software.
7. Experience or willingness to learn grant writing, community organizing, program budgeting, behavioral health systems, organizational management, statistics, evaluation, and behavioral health programming.
8. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel.
9. This work necessarily involves sitting for extended periods of time, looking at a computer monitor and typing on a keyboard.
10. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Buffalo County Community Partners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.