



Job Description Marketing & Communications Volunteer

PROJECT SUMMARY

Women In Need Safehaven (W.I.N.S.), Inc. is seeking a college student pursuing a degree or certification in Marketing & Communications to assist in the development of a promotional campaign to help raise awareness of poverty and homelessness. The campaign is designed to encourage donations from prospective donors. The campaign will launch in April and continue through the end of 2016. The intern will report directly to the President and also work closely with WINS, Inc. staff, board members, and other volunteers.

Duration: August 1 through December 31. Opportunity to extend.

Hours: 10 to 20 hours per week. Typically, 2 to 4 days per week. Schedule negotiable.

Compensation: This is an Unpaid/Volunteer internship.

About Women In Need Safehaven, Inc.: The Women In Need Safehaven, Inc. is a newly formed nonprofit organization working to combat homelessness by providing families with their essential needs and the supportive services to transition into permanent self-sufficiency. Our vision is to strive to build a world that provides permanent refuge, safety, and a future to all homeless and underprivileged women and children. We are working to make this vision a reality by creating a comprehensive strategic empowerment program which provides services, support, partnerships & coalition building.

To Apply: Submit cover letter and resume to info@win-safehaveninc.com. In subject field of email enter Marketing & Communications Volunteer Position.

DUTIES AND RESPONSIBILITIES

- Assist with development of creative concepts and marketing strategies for promoting the work of WINS, Inc. and secure donations from prospective donors.
- Assist coordinating with concepts into print, online, and other collateral materials.
- Develop content for promotional materials including direct mail pieces, print and electronic newsletters, web site and social media stories, medial releases, and other materials as needed.
- Assist with copyediting for the various promotional materials defined above.

QUALIFICATIONS

- ✓ Excellent verbal and written communication skills
- ✓ Strong creativity
- ✓ Ability to work both independently and as part of a team
- ✓ Strong attention to detail Must be friendly and professional
- ✓ Interest in nonprofit development/fundraising
- ✓ Must be computer literate (working knowledge of word processing, PowerPoint, Excel).

BENEFITS

- Build your portfolio or work
- Flexible schedule
- Gain confidence and practical experience by applying methods and theories used in class
- Network to build an excellent rapport for future job opportunities