



Internship: Marketing and Communications Intern

The mission of the Down Syndrome Association of Wisconsin (DSAW) is to support families and individuals with Down syndrome through education, information, programs, services, and the exchange of ideas and experiences. For more information, please visit www.dsaw.org.

Position:

Marketing and Communications Intern

Description:

DSAW seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing and communications while working for a well-known nonprofit organization.

Responsibilities:

- Update and maintain DSAW's social media presence, including daily monitoring, posting, scheduling, and analysis.
- Assist in planning, writing, and managing e-blasts; e-newsletters; and hard-copy newsletters.
- Assist DSAW Marketing team in establishing sustainable marketing systems, including an editorial calendar and marketing plans/strategy.
- Design flyers, graphics, posters, and other marketing materials.
- Help maintain DSAW's website.
- Help DSAW transition into use of new marketing and communications tools.
- Collaborate with DSAW staff on new marketing ideas.
- Participate in weekly meetings and prepare weekly updates.

Qualifications

- Currently working towards a degree in a related field (Marketing, Communications, English, Advertising, Public Relations, etc.)
- Proficient in social media tools and platforms, as demonstrated by personal social media use
- Understands the basic principles of marketing and communications
- Previous experience in marketing and communications or other nonprofit organizations is a plus, but not required
- Personal experience with individuals with Down syndrome or other disabilities is a plus, but not required

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- Must be computer literate (Microsoft Office, Google Drive). Experience with Adobe InDesign, Photoshop, and Illustrator is highly desired.
- Must possess excellent written and oral communication skills, as demonstrated in personal work
- Ability to work well independently with little supervision, but also work well within a team
- Commitment to DSAW's mission

Hours

Negotiable; 10-20 hours per week preferred

Start Date

Position open until filled; 3-6 month commitment

Compensation

This is an unpaid internship

To apply

Please send cover letter, resume, writing sample, and all social media handles to executivedirector@dsaw.org