



**Marketing & Communications Intern  
Position Description  
June 8, 2020- August 7, 2020**

The Community Foundation of Boone County (CFBC) has a paid internship position available.

**Position Title:** Marketing & Communications Intern

**Reports To:** CFBC Development & Communications Director, Julie Reagan

**Intern Responsibilities**

The primary responsibility will be to raise overall awareness throughout our local communities of who CFBC is & what we do: increasing our social media footprint, writing press releases, capturing pictures of impact, designing marketing materials, managing social media accounts, implementing new community initiatives. The intern will interact with staff, donors, & board members to allow him/her to gain a better understanding of philanthropy & the Foundation's role in the community.

- Assist Director in executing strategic donor & overall marketing projects & initiatives
- Take an active, leadership role in increasing our social media footprint
- Assist in executing new initiatives & programs
- Attend & support CFBC events, including Women of Impact & Boone County Nonprofit Network
- Assist with donor stewardship mailings & running reports in donor database
- Perform administrative & office support activities for CFBC: field calls, filing, copying, & preparing for meetings
- Become familiar and comfortable with CFBC's mission and vision

**Minimum requirements and abilities**

- Undergraduate or graduate student at an Indiana college with freshman semester completed before applying
- Technology saavy – required usage of social media & Microsoft Office; familiarity with WordPress, Adobe programs, Mailchimp, & Canva helpful
- Ability to work independently and take initiative
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Excellent communication and writing skills
- Ability to communicate with donors, board members, grantees & the general public in a courteous, helpful and respectful manner
- This position is an "in-house" position, working at the CFBC Office in Lebanon, IN. The ability to work remotely would potentially be needed based on possible future Covid-19 restrictions.

**To apply, send your resume & samples of work (written pieces, design examples) to [jreagan@communityfoundationbc.org](mailto:jreagan@communityfoundationbc.org).  
The deadline to apply is May 30, 2020.**

**About the Community Foundation**

The Community Foundation of Boone County unites people, organizations & philanthropy to create a thriving community for all.

We:  
**Engage** the community and educate citizens on how they can make a difference here at home.  
**Invest** in people, programs and organizations that transform lives and communities.  
**Lead** a vision for collaborative solutions to address the root causes of challenges facing our community.  
**Forever.** The establishment and growth of permanent endowment funds will strengthen Boone County for generations to come.