

Engagement and Marketing Intern

Operation Stand Down Tennessee is a 501(c)3 non-profit agency whose mission is to assist veterans and their families so they can be self-sustaining and better connected to the community.

The Engagement and Marketing Intern provides assistance to the Engagement Team, and reports to the Communication Specialist. The unpaid Engagement and Marketing Intern will have the opportunity to garner substantial experience in non-profit marketing, programs and event management. Key support areas: marketing the organization and events, planning and implementation of programs and event planning and execution.

Primary Duties and Responsibilities:

- Assist with writing and editing promotional materials for specific events
- Maintain event attendee and speakers database records
- Create, find and manage speaking events for CEO
- Ensure partner organizations are aware of upcoming events and on-going programs
- Aid with the planning and organization of special events and programs
- Identify one specific event to develop a marketing plan, and execute plan
- Other duties as assigned

Requirements and Qualifications:

- College student seeking a degree in Marketing, Communications or PR/Media that needs an unpaid internship
- Proficient computer skills and ability to learn new programs quickly
- Solid organizational skills
- Ability to operate standard office equipment, Microsoft Office Suite, and Design Software experience preferred
- Strong written, verbal, communication and interpersonal skills
- Attention to detail
- Ability to coordinate and prioritize multiple projects simultaneously

Interns are expected to work the number of hours required by their institution. Hours are flexible, Monday through Friday, 8:00am to 4:30pm. Some night and weekend work may be required.

Application Process: To apply, please send a cover letter and resume to: E.J. Hirsch at emil.hirsch@osdtn.org (615-248-1981 ext. 113) or mail to: E.J. Hirsch, Operation Stand Down Tennessee, 1125 12th Avenue South, Nashville, TN, 37203-4709.

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