



Marketing & Communications Development

Submit your application to: Christine@RahabRefugeMinistries.com

Organization Type: Non-Profit, Faith-Based

Position Type: Volunteer Internship

Reports to: Chief Executive Officer

Semesters: Various in 2023 - Spring, Summer, Fall

Hours: Approximately 15 hrs per week from 9:00 a.m. – 5:00 p.m. The schedule will vary based on the internship needs and availability.

Location: Work from home as well as weekly office meetings (Canastota, NY)

Relevant Fields: Business, Non-Profit Management, Marketing, Social Media Management, Psychology, Sociology, Public Health, Education, Social Work.

Position Summary: The Marketing and Communications Development Intern will be responsible for managing and developing our social media outlets to include Facebook, LinkedIn, Instagram and YouTube.

Primary Duties:

- Leads media content development and graphic design for Rahab Refuge Ministries
- Create material for RRMI newsletters, flyers, signage, etc.
- Manage & develop RRMI social media accounts including Facebook, LinkedIn, Instagram & YouTube
- Manage, create and update content on RRMI's website
- Capture photos and videos during our fundraising events and other various activities

Requirements:

- Active enrollment in undergraduate or graduate program
- Good academic standing at an academic institution
- **Or** a current volunteer of Rahab Refuge Ministries
- Must have reliable internet
- Reliable computer/laptop (Possibility for accommodations of computer)

Skills:

- Efficiency and time management across multiple priorities
- Communication and collaboration
- Proficiency with social media on Facebook, LinkedIn, Instagram & YouTube
- Proficiency with Google Docs, sheets, slides, and forms

Character Qualifications:

- Team Player
- Positive Attitude
- Honest
- Willingness to abide by RRMI's core values