

## **Internship – Marketing & Communications (7<sup>th</sup> Ave, Phoenix)**

### **Security Level**

**Level 2:** *Seven-Site Background Check* and two (2) *Reference Checks* required.

### **Summary**

Catholic Charities Community Services AZ has a rich 80-year history of serving those in need. As an Intern, you will join the mission of CC - helping our community's most vulnerable with solutions that permanently improve lives. You'll work side-by-side with our interdisciplinary team of Advancement professionals.....join our team!

### **Time Commitment**

There is **flexibility** with days and times – to be determined with supervisors (Office hours are 8-5, M-F)

### **Supervisor – Renee Targos, Director of Marketing and Communications**

### **Tasks**

Qualifications:

- Pursuing or recently obtained an undergraduate or graduate degree in English, Communications, Journalism, Marketing, integrated/Strategic Communications, Management or related field
- Positive attitude
- Can effectively articulate
- Ability to produce work quickly and manage deadlines
- Ability to interact at all levels of the organization
- Can Proofread!

Task:

- Assist with brainstorming, creating and distributing marketing materials for programs and fundraising initiatives
- Research, evaluate and organize holiday giving program and create marketing resources to increase participation
- Assist in planning, writing and managing eNewsletter
- Assist in designing flyers, graphics, e-vites and other marketing materials for events hosted by CCCS
- Assist in implementing social media strategies aimed at increasing awareness about CCCS, raising funds and supporting cause marketing partnerships
- Assist in the creation and distribution of donor experience communications
- Assist in the creation of communications for internal employee newsletter
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

### **Professional Skills & Experience**

Computer Skill: Inter MS Office; Communication Skills; Organizational Skills; Work independently; Creative; Dependable; Time Management; Team Player; Interpersonal Skills

### **Training Provided**

CC Welcome/Orientation; Program Specific Training

### **Location**

4747 N. 7th Avenue  
Phoenix, AZ 85013

### **Questions?**

Contact [Malissa Geer](#)

**Event Group Assignment: Reference Event Group Hierarchy**