



Marketing & Outreach Internship Job Description

Job Summary - Interns will provide marketing assistance to drive traffic and awareness to the National Ability Center brand and community programs and to assist in the execution of National Ability Center fundraising events throughout the year. Specific duties will be discussed during interviews but may include the following: media outreach, creating and/or distributing marketing and press materials—both print and web-based, event promotional materials, market research, and general office administration.

Location - National Ability Center (1000 Ability Way, Park City, Utah 84060)

Supervisor – Marketing & Outreach Manager

Responsibilities - Ability to work independently on marketing projects including direct mail pieces, target marketing, and outreach events. Act as a liaison for National Ability Center by providing Marketing/PR information to media, National Ability Center partners, donors, volunteers and the public at large. An Undergraduate or Graduate college student or commiserate professional experience preferred. Basic computer processing skills including MS Office required. Website Management, InDesign, Graphic Design and Video production specific experience desirable.

Qualifications

- Commitment to a positive, fun and team-oriented working environment
- Working knowledge of the National Ability Center policies and procedures (upon training)
- An undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid driver’s license
- Basic computer processing skills including MS office required.
- Experience with people of all abilities, programming and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations

Hours and days - A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work between 6-16 hours per week on projects at the National Ability Center office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events.

Benefits - Internships with the National Ability Center Foundation are not paid, but offer valuable hands on experience. Course credit may apply.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____