Marketing & Outreach Internship Description

Internship Summary - Provide marketing, outreach and/or public relations assistance driving traffic and awareness to the National Ability Center brand and community programs with secondary support of marketing efforts for fundraising, events and recruitment. Specific duties may be tailored to intern interests and skills and will be discussed in interviews.

Location - National Ability Center (1000 Ability Way, Park City Utah 84060). Limited travel to outreach events in Northern Utah may also be required.

Supervisor - Marketing Director

Responsibilities -
- Work independently on marketing projects which may include flyers, direct mail pieces, digital marketing, photo curation, video production, social media, community calendar posts, outreach events and more as directed by the Marketing Director.
- 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.

Qualifications -
- A growth mindset and the ability to positively incorporate creative criticism into work
- 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. MS Office required. Website Management, InDesign, Graphic Design and Video production specific experience desirable.
- Experience with people of all abilities
- Commitment to all responsibilities and expectations
- Fully vaccinated for Covid-19*

Benefits - Internships with the National Ability Center are not paid, but offer valuable hands on experience. Course credit may apply. Interns are encouraged to get involved in our rewarding, outdoor programs as part of their experience.

*Notice of Vaccination Policy - In accordance with National Ability Center’s duty to provide and maintain a workplace that is free of known hazards, all employees, volunteers and interns are required to be fully vaccinated for COVID-19 unless a reasonable accommodation is approved. To protect all staff, volunteers and participants, it is strongly recommended that participants be fully vaccinated. At this time, it is not required; however, all participants and family members must follow current program COVID-19 procedures and sign the COVID waiver that outlines the risks associated with COVID-19. Our policy will
comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, federal and local health authorities, as applicable and is subject to change. Read Full Vaccination Policy and FAQ.

Intern Signature ___________________________ Date ___________________________

Supervisor Signature _________________________ Date _________________________