



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:

Sr. Marketing Manager

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 Sr. Marketing Manager.
- 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

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.

Intern Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____

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