

Marketing & Social Media Intern Association of Colleges of Sisters of Saint Joseph Spring and/or Summer 2023

Description of Organization

The Association of Colleges of Sisters of St. Joseph (ACSSJ) is a consortium of colleges and universities founded by the Sisters of St. Joseph. The Association fosters collaboration among all the member institutions; provides resources for the faculty, staff and students at member colleges and universities and encourages mission integration on each campus. The member campuses are: Avila University, Chestnut Hill College, Elms College, Fontbonne University, Mount Saint Mary's University, Regis College, St. Catherine University, St. Joseph College and The College of Saint Rose.

ACSSJ is seeking an articulate, skilled, results-driven and self-starter to assist with our newsletter, social media, website and other marketing projects.

Responsibilities

- Produce monthly newsletter for the Association on MailChimp
- Regularly market organization by posting on Facebook and Instagram
- Assist with updating the organization's website on Weebly
- Assist with other marketing and design tasks
- Meet regularly (in-person, phone or video conference) with Executive Director

Desired Qualifications

- Preferred knowledge of and experience in doing graphic design work, especially using Canva and MailChimp (but not required)
- Knowledge of administering and posting on a professional Facebook and Instagram page
- Ability to work independently and time management skills to prioritize projects and tasks in a timely manner to produce results
- Strong communication skills
- Attention to detail
- Creativity and openness to learn new technology

The internship is highly flexible around the student's schedule and needs. The internship will be 6-10 hours per week or option to combine these job tasks with other responsibilities to meet the desired weekly commitment. Upon completion of 50 hours, students will receive a \$250 stipend. The ideal intern would commit to the spring and/or summer. Upon completion, the internship may be renewed for a longer period of time.

To apply, send a cover letter and resume to Martha Malinski, Executive Director at acssj1@gmail.com. The organization is housed in a home office in Minneapolis, MN. Work is conducted remotely and interns will meet weekly with the Executive Director on zoom.