

## **Marketing Intern Association of Colleges of Sisters of Saint Joseph Summer and/or Fall 2021**

### **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.

### **Responsibilities**

- Produce monthly newsletter for the Association on MailChimp
- Regularly market organization by posting on Facebook
- Assist with other marketing and design tasks such as highlights from our summer conference in 2021
- Work on organization's website on Weebly
- Meet regularly (in-person, phone or video conference) with Executive Director

### **Desired Qualifications**

- Preferred knowledge of and experience in doing graphic design work, especially MailChimp (but not required)
- Knowledge of administering and posting on a professional Facebook 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 optional to combine these job tasks with other responsibilities to meet the desired weekly commitment. Upon completion of an 100 hours, students will receive a \$250 stipend. The ideal intern would commit to the summer and/or fall semester. 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](mailto:acssj1@gmail.com). The organization is housed in a home office in Indianapolis. For stu-

dents on one of the member campuses, work will take place in your home and you will meet weekly with the Executive Director on video conference platforms.