Marketing & Social Media Intern
Association of Colleges of Sisters of Saint Joseph
Fall 2026

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 member institutions; provides resources for 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, Mount Saint Mary's University, Regis College, St. Catherine University, and St. Joseph College, New York.

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 a monthly newsletter for the Association on MailChimp
- Regularly market the 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 the 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, tailored to the student's schedule and needs. The internship will be 5-10 hours per week or the 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 gift card. The ideal intern would commit to the fall semester.. Upon completion, the internship may be renewed for a longer period.

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.