



Position Title: Marketing and Outreach Intern

Position Description:

HSP seeks a highly motivated, self-starting intern to assist the marketing and outreach team in its efforts to expand community awareness of the organization. The intern will gain valuable experience in various aspects of professional marketing while working for a community based nonprofit organization.

Majors: Public Relations, Advertising, English, Communications, etc

Supervisor: Matthew Peregoy **Supervisor Phone #:** 410-386-6648

Responsibilities:

- Update and maintain HSP's presence on Facebook and other social media platforms
- Collaborate with marketing staff in the drafting of press releases and media alerts
- Design flyers, graphics, e-vites, brochures, and other marketing and promotional materials
- Assist in maintaining strong relationships with local charitable partners and community organizations
- Assist staff in creating new ways to more effectively communicate HSP's mission and work to the community
- Some clerical work (filing, data entry, emails, phone calls, etc.)
- Other duties as assigned

Qualifications:

- Demonstrate a knowledge and awareness of Facebook and the role of social media in marketing.
- Open to degree seeking college students at an accredited university or an especially motivated HS student
- Prior experience in marketing and communications is a plus, but not required
- Proficient in the use of Microsoft Office Suite (MS Word, MS Outlook 365, etc.)
- Experience with graphic design a plus, but not required
- Experience with data entry a plus, but not required
- Must possess exceptional written and oral communication skills
- Must possess effective organizational skills and the ability to prioritize and multi-task as necessary
- A passion for the mission of HSP and the people we serve

Hours: Flexible weekday and daytime hours available. Consult with supervisor for specific hours.

Compensation: This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

Work Location: 10 Distillery Drive, Westminster, MD 21157. 1st floor. Not accessible by public transit. Must have access to reliable transportation.

Contact: internships@hspinc.org