



3109 Old Hwy 218 South
Iowa City, IA 52246
PHONE 319-337-2145
WEB www.bbbsjc.org

NOW OPEN: Social Media Marketing Intern

Unpaid : September – May (summer option open), team-centric work environment, remote hours with some in-office and some required attendance at events. 2 – 5 hrs. a week.

Previous Experience Desired

Class work and/or work experience with non-profit organization, social media knowledge and creative marketing design is preferred.

Skills and Qualities Needed

- Strong interest and understanding of social media, including awareness of trends and best practices
- High level organizational skills
- Adept at creative marketing, simple video production, collateral
- Excellent oral and written communication skills
- Customer service and/or phone-based relationship building experience

Job Responsibilities

- Development and implementation of social media annualized plan
- Executing marketing/promotion of all major events, including Big Bash (Dec.), Bowl for Kids' Sake (Feb.) and Defending Potential Breakfast (September).
- Creation and customer support of all online fundraising efforts (ticket sales, peer-to-peer)
- Promotion of all fundraising and recruitment activities
- Development of collateral

Education : Enrollment as Sophomore or higher, student in Non-profit Management, Fundraising and Philanthropy Communication, Marketing, Public Relations, or similar degree program.

Application Instructions

A more detailed job description can be found here:

<https://iastate.box.com/s/t55lix8q9uxmprjwl12ho8umcafj7nws>

Submit cover letter and resume to Daleta Thurness, Executive Director

–or– Email: daletac@iastate.edu
Mail: Big Brothers Big Sisters of Johnson County
3109 Old Hwy 218 South
Iowa City, IA 52246

Big Brothers Big Sisters of
Johnson County is a 4-H Youth
Development Program of Iowa
State University Extension and
Outreach and a United Way
Partner Agency



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