



## Marketing + Events Intern (2-4 Months)

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### About Seattle CityClub

Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders.

### About the Role

We are looking for an enthusiastic marketing intern with a passion for civic engagement to join our nonprofit organization. You will provide creative and administrative support to help achieve our goals, including content development and market research around our programs that support volunteerism, advocacy and philanthropy in the Puget Sound region.

As a marketing intern, you will collaborate with our team to help develop marketing strategies and content around elections, and the promotion of our events that focus on informing the public about critical issues facing the community, including homelessness, economic growth, housing and social justice.

This position is unpaid. We will work with you to ensure the position is eligible for school credit, if necessary.

### Responsibilities

- Perform market research in support of marketing initiatives
- Support marketing in daily administrative tasks
- Assist in marketing and advertising promotional activities, including copywriting
- Help distribute marketing materials
- Market events through community calendars, social media, neighborhood blogs, etc.
- Facilitate event registration and preparation.

### Requirements

- Passion for using marketing as a tool for creating meaningful change
- Strong professional drive and desire to learn
- Solid understanding of varying marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of Microsoft Office
- Adobe Suite experience—specifically InDesign—a plus
- Current enrollment in a related BA/BS or Masters degree

Email resume, cover letter and answers to the following supplemental questions below to Danielle Gonzalez, Marketing + Web Manager at [dgonzalez@seattlecityclub.org](mailto:dgonzalez@seattlecityclub.org). Please work in a sentence about "brown M&M's" in the body of your email.

### Supplemental Questions

- Describe yourself in 140 characters or less.
- Describe why civic engagement is important in 250 – 500 words.
- Write a headline and 300 character excerpt for a blog article about your favorite movie.