

# FamilyWorks Summer Marketing Intern

FamilyWorks is seeking a summer intern for the period June 26, 2019 to September 8, 2019. This will involve 30 hours per week on average and will carry the title “Strategic Communications & Partnerships Intern.” This is currently anticipated to be an unpaid summer internship position.

FamilyWorks has been providing emergency food assistance and operating a family resource center in Wallingford for two decades. Three years ago, FamilyWorks expanded its programming to include provision of services in Greenwood at a site shared with the Salvation Army.

Responsibilities as Strategic Communications & Partnerships Intern will involve the following tasks and priorities for FamilyWorks, **focusing on community promotion and marketing of our programmatic service:**

- Meet with prospective business partners to propose partnership opportunities
- Establish and facilitate partner relationships between FamilyWorks and outreach partners
- Attend community meetings with FamilyWorks staff (NW Service Providers group, local Rotary meetings, etc.)
- Assist Communications Coordinator with communications & outreach, including
  - Maintenance of contact information for partners
  - Develop database of new contacts and partners
- Strategic planning with staff and volunteers about marketing of programs and services
- Strategic counsel on current communications plan and assistance with development of communications/ reporting materials
  - Conduct social media audit and develop reporting dashboard
- Contribute to messaging and planning around fundraising campaign efforts

You will work closely with Executive Director Jake Weber, Development and Communications Manager Joey Ashenbrenner, Communications Coordinator Kirby Lochner, and the Marketing and Fundraising Committee.

To apply, please send cover letter and resume to Kirby Lochner at [kirbyl@familyworksseattle.org](mailto:kirbyl@familyworksseattle.org). Applications must be submitted no later than Friday, March 22 at 5 PM.