



MOMENTUMSOLUTIONS

## THE POSITION

Marketing Intern

## THE DETAILS

Hours: 5-8 hours per week, minimum 6 month commitment, paid internship (\$350/month stipend)

## THE TEAM

Momentum Solutions is a bold and diverse group of thinkers, doers and communicators. We joined forces in 2016 after experiencing burn-out from grind culture. Together we formed a social impact marketing and communications agency that allows us to prioritize working with organizations that align with our values, while having more work-life balance. We are life-long learners driven by the desire to make the world a better place through communications that are grounded in equity. We're a team of professionals with decades of experience serving thought leaders, nonprofits, foundations, and businesses.

## INTERNSHIP LEARNING OPPORTUNITIES

- Work with five social impact professionals, who believe in changing the world through great communications and a values-driven organizational culture
- Develop your networking, writing and branding skills through a variety of responsibilities
- Work with dynamic nonprofits and social impact businesses in Los Angeles
- Receive training and hands-on working experience with various marketing tactics and platforms

## YOUR RESPONSIBILITIES

- o Develop and maintain a comprehensive marketing contact list
- o Provide administrative and marketing support to partners and clients in Los Angeles, as needed
- o Create promotional literature, posts, tweets and other online marketing content
- o Develop monthly newsletter, blog posts and social media content
- o Meet with team weekly and assist with organizing files, reports, calls and other admin items

## YOUR QUALIFICATIONS

- ✓ A self-starter who is creative, detailed-driven, dependable, and persistent
- ✓ Desire to build project management skills and practice proactive communications tactics
- ✓ Must have own computer and access to reliable internet
- ✓ Must be comfortable working in a team environment and working on projects independently
- ✓ Excellent networking and communication skills (verbal and written)
- ✓ Familiar with Microsoft Office Suit and/or Google Suite, Asana, Canva, and MailChimp
- ✓ Prior work experience with video or graphic design software a plus
- ✓ Have at least one year of work and education experience in given field
- ✓ Education: H.S. Diploma or equivalent, A.A. or B.A. degree in progress or completed
- ✓ BIPOC, LGBTQ+, non-binary, women, disabled, formerly incarcerated, and those transitioning careers are encouraged to apply.

## LET'S TALK!

If you fit the qualifications, your responsibilities are clear, and you're excited about this opportunity, send us an email to [admin@momentumsolutionsteam.com](mailto:admin@momentumsolutionsteam.com) with the following information:

- Your answer to this question – How do you think great communications can change the world?
- No cover letter required
- **APPLY BY MARCH FRIDAY, MARCH 4TH, 2022**