



School of Communication & Media
402 Bartow Ave., Room 5116, MD 2207, Kennesaw, GA 30144
Tel: (770) 470-578-6298 Fax: (470) 578-9153

INTERNSHIP POSTING REQUEST FORM

To be completed by employers seeking interns.

CONTACT PERSON ___ Fran Sutton _____

TITLE ___ Marketing and Communications Manager _____

EMPLOYER ___ NW Metro Atlanta Habitat for Humanity _____

ADDRESS ___ 1625 Spring Road SE, Smyrna GA 30080 _____

PHONE ___ (O) 770-432-7954 x 101, (C) 770-712-1217 _____

FAX ___ 770-431-4822 _____

E-MAIL ___ fsutton@nwmetroatlantahabitat.org _____

POSITION ___ Development and Marketing Intern _____

TITLE ___ Development and Marketing Intern _____ SALARY \$ ___ unpaid ___

JOB DESCRIPTION (attach separate sheet if needed):

The Development & Marketing Intern will report to the Marketing Manager on all current fundraising initiatives, volunteer opportunities, marketing campaigns, and more as on a part-time basis. This includes but is not limited to:

- social media postings, affiliate newsletters, event invitations, marketing content, weekly progress reports and updates, meeting minutes, etc.
- Implement the timely execution of any affiliate campaign, including tasks such as creating mailing lists, merging campaign letters, developing insert and reply envelopes, and coordinating board/staff signatures and notes.
- Attend and support events affiliated with NW Metro Atlanta Habitat for Humanity, as needed.
- Complete other assigned duties as required.

QUALIFICATIONS NEEDED

- High school or college student
- G.P.A. of 3.5 or higher
- An interest in Business, Marketing or related field
- Must have reliable transportation
- Excellent oral, written, and communications skills

- Ability to work in a diverse environment
- Flexible schedule (be available on some Saturdays and after work hours)
- Attention to detail: Diligently accomplish a task, implementing it with a thorough and precise focus on each component of the project, regardless of the nature of the task (length, time-consumption, level of stimulation, etc.)
- Comfort with technology: Actively utilize software and platforms such as MS Office (PowerPoint, Publisher, Word, Excel)
- Teamwork: Productively work to achieve group goals within a team setting
- Membership in local Habitat Campus Club or Chapter preferred.

POSITION AVAILABLE (tick more than one if necessary):

ALL SEMESTERS

FALL (AUG-DEC)

SPRING (JAN-MAY)

SUMMER (JUNE-JULY)

HOURS PER WEEK DESIRED:

CANDIDATE'S ACTION:

10-19

WRITE LETTER OF APPLICATION

20-29

SEND RESUME

30-40

SEND WRITING SAMPLES

CALL FOR APPOINTMENT

OTHER

NW Metro Atlanta Habitat for Humanity(NAME OF YOUR ORGANIZATION) hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, or age, and provided Equal Employment Opportunity to handicapped individuals, disabled veterans of the Vietnam era. It is also stated that we are honestly representing the positions described above.

NAME (SIGNATURE):__ Fran Sutton_____

DATE:___ 12/20/2017 ___

TITLE:___ Marketing and Communications Manager_____

DATE POSTED BY PLACEMENT OFFICE_____

RETURN BY Email TO ATTN: Mr. Thomas Gray at tgray17@kennesaw.edu