

# INTERN WANTED

## Marketing & Communications Intern

The Marketing and Communications Intern will work closely with the Foundation's staff and volunteers on the following key projects:

- Design and distribution of the annual report.
- Design and distribution of the annual appeal letter, sponsorship appeal letter, e-newsletter.
- Upgrade existing website platform.
- Assist in event planning.
- Creation of marketing materials, slideshow presentations, videos or other media to promote the Foundation and its events to donors and potential donors.
- Attend meetings with staff and volunteers and attend community-based events as is necessary to complete the aforementioned tasks and others as may be assigned.

### Skills Required:

- Creativity and vision to take a marketing tool concept and make it happen.
- Advanced graphic design skills and access to required software.
- Excellent writing and self-editing skills.
- Outgoing and confident personality with communication skills.
- Well-organized, self-motivated and independent worker.
- Fun, good sense of humor.

\$1200 Stipend Offered, October 1 through December 31, 10-12 hours per week minimum.

## Apply Today!

Students at CMU or Alma College may apply via Handshake.

Others, submit resume, cover letter and sample of work representing your marketing and graphic design skills to:

Tina Travis, Executive Director  
GCCF  
P.O. Box 248  
Ithaca, MI 48847

Deadline: Monday, September 24.

Questions: 989.875.4222 or  
[bacre@gratiofoundation.org](mailto:bacre@gratiofoundation.org)



**community foundation**<sup>SM</sup>

Building Bridges for Future Generations<sup>SM</sup>

**For good. For ever.**<sup>SM</sup>