

Marketing & Communications Intern

Department: Marketing

Reports To: Marketing & Communications
Lead

FLSA Status: NA (Unpaid)

Positions Supervised: NA

Job Status: Part-Time (Internship)

Performance Appraisal: Supervisor/Manager

Start and end dates February -May, September - November

Weekly commitment (10–15 hours per week, flexible with class or work schedules”).

Total expected length if dates aren’t firm (e.g., “This internship is for approximately 6 months”). No less than 240 hours.

At Stonewall Columbus, our Marketing Intern supports the Marketing & Communications team by helping with organization, creative projects, and campaign execution. This opportunity provides hands-on experience in nonprofit marketing, while also offering learning in branding, content creation, and industry-standard tools.

Priority Tasks (Independent Work)

These are core responsibilities that keep our marketing operations running smoothly. They should be completed independently with supervision.

- **Mailchimp Management**
 - Clean and update mailing lists.
 - Remove duplicates and ensure accuracy.
- **File Organization**
 - Maintain structure across hard drive and shared online folders.
 - Upload final versions of files to designated folders.
- **Archiving**
 - Maintain records of past social media content for reference.

Collaborative Projects

These are creative tasks where the intern will work alongside the marketing team to develop and implement ideas.

- **Content Creation**
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- Record and edit photos/videos for social media.
 - Capture events and behind-the-scenes moments.
 - **New Content Ideas**
 - Pitch creative ways to engage audiences across platforms.
 - **Analytics Reporting**
 - Track and summarize social media reach and engagement.
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Learning Opportunities

While these tasks are typically staff-led, interns may have the chance to shadow and learn valuable skills.

- **Research for Pride Visual Identity**
 - Explore branding, design inspiration, and visual references.
 - **Storyboarding for Pride Videos**
 - Assist with planning and structuring storytelling.
 - **Editing Software**
 - Gain exposure to Adobe Illustrator and Premiere Pro.
 - **Visual Cohesiveness**
 - Learn how to maintain brand consistency across campaigns.
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Miscellaneous Support

Interns may also assist with:

- Printing marketing materials.
 - Updating building digital screens
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This internship is designed to give you meaningful hands-on experience while supporting the work of Stonewall Columbus. Your creativity, organization, and initiative will directly contribute to uplifting our community.

SKILLS & ABILITIES

- **Education:** Current student or recent graduate in Marketing, Communications, Public Relations, Graphic Design, or related field.
- **Experience:** Strong written and verbal communication skills. Basic knowledge of social media platforms (Instagram, Facebook, TikTok, X/Twitter, LinkedIn). Ability to manage multiple projects and meet deadlines.
- **Skill Sets:** Familiarity with design or editing tools (e.g., Canva, Adobe Creative Suite, or similar) is a plus.
- **Interest's:** Non-profit work and commitment to LGBTQ+ inclusion and equity, SEO analysis, etc.
- Reliable, detail-oriented, and able to work both independently and collaboratively.

PHYSICAL DEMANDS

Physical Demands		Lift/ Carry	
Stand	F (Frequently)	10 lbs. or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs.	F (Frequently)
Sit	F (Frequently)	21-50 lbs.	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs. or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs.	O (Occasionally)
Squat / Kneel	O (Occasionally)	26-40 lbs.	O (Occasionally)
Bend	F (Frequently)	41-100 lbs.	O (Occasionally)
Stand	F (Frequently)		

N (Not Applicable) Activity is not applicable to this occupation

O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs./day)

F (Frequently) Occupation requires this activity from 33%-66% of the time (2.5–5.5+ hrs./day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Must be able and aware of communication from others in the environment.)

WORK ENVIRONMENT

May be required to do visits to work within the community, where you may experience different temperatures, weather related impacts, and other allergens in the environment. Some general office environments.

Accommodations

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact the Director of Business Development or the Executive Director for further instructions on how to begin the ADA process.

This job description is written to provide essential functions, job expectations, and the employee's ability to perform the position as described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Supervisors may assign additional functions and requirements as deemed appropriate. This document does not represent a contract of employment, and Stonewall Columbus reserves the right to change this job description and/or assign tasks for the employee to perform, as management may deem appropriate. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Your signature below acknowledges that you have read, understand, and can perform the requirements of the job.

Employee Name (printed): _____

Employee Signature: _____

Date: _____