

## **Woodhaven Learning Center**

### **Job Description**

**POSITION:** Marketing/Communications/Graphic Design

**STATUS:** Paid Part-Time, Non-Exempt / \$15/hr

**DEPARTMENT:** Development

**SCHEDULED HOURS:** Flexible

**Job Title: Marketing, Communications, and Graphic Design Intern**

**Company: Woodhaven Location: 1405 Hathman Pl, Columbia, MO 65201**

**About Woodhaven:** At Woodhaven, we believe that everyone has the ability to add value and make an impact in their community. We are committed to supporting individuals with differing abilities, empowering them to live with dignity and independence in a home anyone would be proud to call their own. Our work is centered around community integration and creating inclusive environments where people can thrive.

**Position Summary:** We are seeking a passionate and creative intern who is currently enrolled in a marketing, communications, or graphic design program. This internship will offer hands-on experience across various marketing and communications tasks, including social media content development, promotional design, and event coordination. The intern will also gain insights into how marketing and design contribute to the overall success of a nonprofit organization.

### **Key Responsibilities:**

1. **Marketing Strategy Support:** Assist in the creation and implementation of marketing strategies to promote Woodhaven's mission, services, and programs.
2. **Social Media Content Creation:** Contribute to the development of social media posts and campaigns across various platforms (Facebook, Instagram, etc.).
3. **Graphic Design:** Assist in designing promotional materials such as brochures, flyers, newsletters, and digital assets. Proficiency in Adobe Creative Suite or similar design tools is required.
4. **Event Planning Support:** Participate in the planning and execution of promotional and fundraising events, including preparation of materials and promotional content.
5. **Market Research:** Conduct research on current trends, audience preferences, and competitor activities to inform marketing strategies.
6. **Collaboration:** Work closely with the Communications team on various projects, contributing ideas and providing feedback in team meetings.

#### Qualifications:

- Currently enrolled in a Marketing, Communications, or Graphic Design program (or a related field).
- Strong written and verbal communication skills.
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) or similar design software.
- Familiarity with social media platforms (Facebook, Instagram, Twitter, LinkedIn).
- Ability to work independently and as part of a collaborative team.
- Strong organizational skills and attention to detail.
- Passion for empowering individuals with differing abilities and a commitment to nonprofit work.

#### Internship Benefits:

- Hands-on experience in marketing, communications, and graphic design within a nonprofit setting.
- Mentorship and professional development opportunities with an experienced Communications Manager.
- Networking with professionals in the nonprofit sector, community leaders, and other organizations.
- Opportunity to build a portfolio of real-world marketing and design projects.
- Flexible hours to accommodate school schedules.
- A chance to make a real impact by contributing to Woodhaven's mission and programs.