



Bringing hope, joy and a sense of self-worth to homeless children with the gift of a birthday party.

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Birthday Dreams is looking for a motivated intern to work in our Development & Marketing Department! In addition to assisting all external fundraising and event planning efforts for our organization, this person will work closely with team leadership to develop, implement, and evaluate a comprehensive marketing plan that advances Birthday Dreams' values and broadens our community visibility.

Join our incredible team and contribute to meaningful work. If you feel like you are the right candidate for this unpaid internship position, please apply by emailing Jarod at [jarod@birthdaydreams.org](mailto:jarod@birthdaydreams.org).

### **Internship Description**

Our organization is looking for a qualified intern to join our marketing/advertising team. Our marketing department produces quality work intended to advance the mission and community visibility Birthday Dreams. We are seeking a qualified and motivated Development & Marketing Intern who can participate in various stages of print and online marketing campaigns as well as assist with the planning and implementation of our event and fundraising initiatives.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of non-profit marketing and development operations.

### **Internship Responsibilities**

- Assist in the creation of signage, mock-ups, email campaigns, online/social media promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Assist with the fulfillment of marketing deliverables for sponsors
- Perform analysis of marketing and fundraising/event attendance data
- Prepare presentations
- Data entry of donor contact information into contact management systems (CRM)
- Provide support to social media efforts
- Monitor social media for trending topics to utilize on social media channels
- Maintain tracking report of public relations activity

### **Requirements**

- Can be an undergraduate student in the greater-Seattle area majoring in Sales, Marketing, Advertising, or Non-Profit Management
- Excellent verbal and written communication skills
- Extensive knowledge of social media
- Driven and hard-working
- Ability to take direction and multi-task

- PowerPoint, Word, Excel and Canva experience is desired
- Experience in social media content management is a plus

### **Benefits**

- Practical experience with current fundraising, event-planning, marketing, and advertising techniques
- Shadowing, mentoring, and training opportunities with successful non-profit, marketing and development professionals
- Opportunity to participate in networking events and organization meetings
- Flexible schedule for students
- Unpaid Internship position - compensation is not available