



Title: Marketing & Communications Intern

Job Type: Unpaid Internship

Location & Hours: 2120 Howard Dr W, Ste J North Mankato, MN 56003 exact hours TBD, but falling within regular business hours (8:30am – 5:00pm).

Department: Marketing & Communications

About FOCP: Feeding Our Communities Partners has a mission to engage our community in solving youth hunger. We envision a community in which hunger is not a barrier to success and believe that feeding hungry youth allows for active minds during the school day.

Description: The Marketing & Communications Intern will provide critical assistance to the Marketing & Communications department while also having the opportunity to further develop their communication management & specialized communication skills. This position will assist in the growth of the organization by applying their own skills and education to create impactful communication materials for FOCP while fostering new professional growth during their internship.

Duties/Assignments:

- Help create fundraising event materials
- Edit, update and create content for the organization's website
- Help with the creation and maintenance of content & content schedules for social media accounts
- Contribute to content creation for e-newsletters
- Help with administrative tasks
- Update in-house promotional displays
- Attend staff and/or event committee meetings as necessary
- Brainstorm new ideas on how to grow the program and increase positive public awareness of the organization

Preferred Qualifications:

- Strong written, presentation, oral and interpersonal communication skills
- Basic knowledge of web-management systems
- Social media knowledge
- Knowledge of best practices for branding
- Experience with the Adobe Creative Suite, Google/Gmail

To Apply: Submit cover letter & resume to FOCP Communications at communications@feedingourcommunitiespartners.org