



NONPROFIT MANAGEMENT SOLUTIONS

Academic Credit Only

Marketing Intern

Undergraduate Students

Company Background

As nonprofit management specialists, Nonprofit Management Solutions has been providing management assistance to nonprofits throughout Southern California since 1984, training over 90,000 nonprofit practitioners to run hundreds of nonprofit organizations more effectively during that time. Making high quality, affordable management assistance available and easily accessible for all nonprofits is and has always been the "core business" of Nonprofit Management Solutions. Our clients are numerous and diverse, representing emerging as well as established nonprofits: social service agencies, museums, arts and public service organizations, educational institutions, neighborhood based health and human service providers, etc.

Project Overview:

The Marketing Intern assists the NMS staff in the coordination of electronic communication with NMS stakeholders.

Primary Duties and Responsibilities

- Web marketing assistance, specifically:
 - Coordinate the development and distribution of a monthly e-newsletter
 - Develop publication timelines
 - Remind contributors of deadlines
 - Receive and edit submissions
 - Create and/or select additional relevant submissions
 - Ensure accuracy
 - Proof read all submissions
 - Ensure timely distribution
 - Evaluate email marketing statistics
- Assist with development of electronic stakeholder surveys
- Assist with other marketing projects as needed

Skills and Requirements

- Friendly, open, and positive attitude
- Background or course work in marketing and/or communications
- Excellent oral and written communication skills
- Demonstrated ability to work well in a team environment with staff and volunteers
- Well-organized with detail oriented project management skills
- HTML knowledge helpful
- Comfortable working with people of diverse ethnic, racial, socioeconomic, gender identification, sexual orientation, religious backgrounds and physical and mental states and abilities

Please send resume and cover letter to Lenore Lowe at sngo@npsolutions.org