



**Josiah**  
**white's**  
Teen Recovery

**Company: Josiah White's**

**Job title: Marketing, Communications and Advancement Intern**

**Pay: Based on Experience**

### Position Summary:

As a **Marketing, Communications, and Advancement Intern**, you will report to your supervisor, and engage in learning activities agreed upon with the Agency Supervisor. The intern will complete tasks to support learning objectives and demonstrate cultural and socioeconomic sensitivity toward service populations. Learning Objective: The intern will gain experience in fundraising, marketing, communications, design, and agency advancement, focusing on creating and designing materials for Josiah White's Planned Giving Program. They will also interact with internal staff and external stakeholders to gather and organize information for the program.

### Possible Responsibilities:

- Work with internal clients to plan and develop/compose compelling communications related to general marketing and or development initiatives, events, and general internal and external print or online
- Internal proofreading of all materials, letters, printed pieces, and outgoing communication.
- Participate in weekly content meetings and any other meetings as needed.
- Create written content for communication pieces and coordinate and implement the production and distribution of them through a variety of mediums including electronic and printed publications.
- Develop project plans that include definitions of actions to be taken, sequence of events, and timelines.
- Visually design pieces for development-related projects, for example, a planned giving campaign.
- Tie in marketing, and communications to donor engagement.

### Preferred Skills/Experience:

- Christian with strong convictions who is also in agreement with Josiah White's mission statement, Statement of Faith, and Code of Conduct.
- Must be 21 years of age.
- Working towards a degree in Journalism, Marketing, Public Relations,
- Interest/experience in writing and editing fundraising content for printed publications and online systems is preferred.
- Demonstrated ability to apply AP Style standards to written work.
- Intermediate-level design experience in Photoshop and InDesign is preferred.
- We are seeking an individual who is able to follow directions and report to their agency supervisor. The individual will observe and participate in activities


### Physical Requirements:

- Must be able to follow directions, both written and verbal.
- Professional and able to work with children of various ages and behaviors.
- Must be able to maintain confidentiality and professional boundaries.
- Must be able to work with others at all levels of the organization.
- Be able to lift and/or carry up to 30 lbs. as needed.
- Be able to sit or stand for extended periods of time.

**For more information or to apply:**

 [www.visitwabashcounty.com/wabash-county-fellowship-program/](http://www.visitwabashcounty.com/wabash-county-fellowship-program/)

 [director@imagineone85.org](mailto:director@imagineone85.org)

 260-445-5356

