



JOB DESCRIPTION:

The GROW Social Media & Marketing Intern will support the non-profit organization Golfers Recognizing Opportunities for Women, Inc. in meeting their overall business objectives, while enhancing the GROW brand both internally and externally. The intern will assist with the development of digital assets to be used in social campaigns and on the GROW employment website (www.growtoday.org). The Intern will assist with the planning and organizing the organization's signature event: golf tournament and coordinate and attend golf lessons for GROW Collegiate members.

Successful completion of the internship includes the Intern being awarded a \$500-\$1500 scholarship.

Job Duties

- Assist President and Tournament Director with day-to-day tasks, projects, and deliverables.
- Facilitate the set-up and execution of live broadcasts for social media and other video shoots.
- Ensure script continuity.
- Participate in planning meetings for the golf tournament.
- Conduct editing sessions involving major and minor video projects and picture editing (preferred).
- Utilize graphic design to create infographics and visual assets.
- Distribute the e-newsletter, submit material including member features and other relevant content
- Perform ad hoc requests as needed.

Preferred Competencies

- Demonstrates ability to thrive in a team environment, while also excelling at working independently and completing tasks or projects with minimal supervision.
- Possesses excellent written and oral communication skills.
- Planning and organization skills.

Minimum Qualifications

- Experience using Microsoft Office products or equivalent software (Excel, Word, PowerPoint).
- Experience in brand strategy, graphic design, marketing, communications, public relations, social media, advertising, video or digital marketing preferred.
- Majoring in Marketing, Communications, Graphic Design, Public Relations or related field preferred.

BASIC QUALIFICATIONS:

- Must be currently located in the same geographic location (Nashville)
- Must be currently (actively) enrolled as a junior or senior in a degree college program.
- Successful completion of internship includes a \$500-\$1500 scholarship.
- Internship period is June 1 – August 31, 2017

Submit resume and cover letter to info@growtoday.org