



## Internship Job Description Publicity & Marketing

**Description:** Interns will provide marketing assistance to drive traffic and awareness to the Outdoors for All brand and community programs and to assist in the execution of Outdoors for All fundraising events throughout the year. Specific duties will be discussed during interviews but may include the following: media outreach, creating and/or distributing marketing and press materials—both print and web-based, event promotional materials, market research, and general office administration.

**Reports to:** Associate Executive Director and Outreach Manager

**Required Skills:** Ability to work independently on marketing projects including direct mail pieces and telephoning press contacts—act as a liaison for Outdoors for All by providing Marketing/PR information to media, Outdoors for All partners, donors, volunteers and the public at large. An Undergraduate or Graduate college student or commiserate professional experience preferred. Basic computer processing skills including MS Office. Database management experience desirable.

**Additional Recommended Skills/Licenses:** Driver's License, proof of insurance, and completion of a Washington State background check.

**Time Requirement:** A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work between 6-16 hours per week on projects at home or at the Outdoors for All office during normal office hours (9 a.m. – 5 p.m. Monday – Friday).

**Compensation:** Internships with the Outdoors for All Foundation are not paid, but offer valuable hands on experience. Course credit may apply.