

Marketing & Development Internship

The Arc of the Capital Area is currently seeking marketing and development interns to have hands on experience in the non profit field. This internship is a great place to use critical thinking and creative problem-solving skills, gain nonprofit management experience, and learn marketing firsthand. We ask for a commitment of 15-20 hours per week; however, we are willing to be flexible to accommodate academic schedules.

Responsibilities:

- Helping to secure sponsorship's and supporters for The Arc of the Capital Area's quarterly art shows, third-party events, and annual fundraisers, like the Swinging Fore The Arc with Ed Clements golf tournament and The Arc's Art Celebration & Auction.
- You will assist in contacting potential sponsors, marketing the event to the Austin community, implementing social media campaigns for each event and securing donations from local businesses.

Other projects may include:

- Maintaining contact and donor databases,
- Editing marketing materials
- Researching ways to get more involved with the community businesses that support our mission and offer volunteers to our organization.

Candidates for the internship will have some experience with marketing, event planning and/or development relations. Strong verbal and written communication skills are important to this position as well. Ideal candidates should also be able to learn quickly, ask questions when needed, and take initiative in a fast-paced work environment.

Remote Internships available

Please apply at www.arcaustin.org/our-missionvision/careers

