



MOMENTUMSOLUTIONS

THE POSITION

Marketing Intern

THE DETAILS

Hours: 5-10 hours per week, minimum 6 month commitment, unpaid internship

Education: H.S. Diploma required, B.A. degree in progress or completed

Focus: Online & traditional public relations, social media management, communications support

THE TEAM

Momentum Solutions is a team of professionals who understand that the root of success begins with a communications strategy delivered with words that connect with your audience. Our vision is to strengthen communities through communications. We have a team-driven, strength based approach to marketing.

OUR VALUES

People Matter, Social Impact, Balance and Solution Driven. You can read a full description of these on our website. The purpose of these values is to define how we do business and what drives us as people.

LEARNING OPPORTUNITIES

- Work alongside five marketing professionals, who believe in changing the world through great communications and a passionate work ethic
- Develop your networking, writing and marketing skills through a variety of responsibilities
- Meet awesome nonprofits and social impact businesses in Los Angeles
- Have coffee with us every week!

YOUR RESPONSIBILITIES

- Develop and maintain a comprehensive marketing contact list
- Write press releases, media alerts and blog content for clients
- Provide administrative support to partners, mostly virtually
- Create promotional literature, posts, tweets and other online marketing content
- Develop monthly newsletter, blog posts and content for Momentum Solutions
- Meet with team weekly and assist with organizing files, reports, calls and other admin data
- Attending conferences and participate in local outreach events

YOUR QUALIFICATIONS

- ✓ An individual with an entrepreneurial spirit who is innovative, dependable, persistent and ambitious
- ✓ Must be comfortable working in a team environment and working on projects independently
- ✓ Excellent networking and communication skills (verbal and written)
- ✓ Proficient with Microsoft Office Suite, Google Suite and Adobe Creative Suite
- ✓ Have at least one year prior work and education experience in given field
- ✓ Valid driver's license and reliable transportation

LET'S TALK!

If you fit the qualifications, agree with our values and your responsibilities, contact us! Send us an email with your resume to david@momentumsolutionsteam.org. In your email please answer these questions – How do you think great communications can change the world? What is one thing you love about LA?