

Future for KIDS PR/Marketing Position

We are seeking a dynamic PR/Marketing student or non-student with the desire to make an impact in the community. Ideal candidate would be creative, have experience with marketing and a great work ethic. This part-time position with Future for KIDS is an ideal opportunity to gain valuable, real-world experience at a nonprofit organization.

Main Responsibilities

- Implement social media and marketing strategies to increase brand awareness
- Recommend changes to update website – www.futureforkids.org
- Assist with the creation, writing and editing of an online newsletter
- Research best practices & relevant data and present to FFK Team
- Attend weekly staff meeting to receive content
- Demonstrate excellent innovation in a professional environment

Work Schedule and Compensation

- Approximately 10 – 15 hours per week (flexibility with work hours Mon-Fri; 9am to 5pm).
- Estimated duration of assignment is March 2017 through December 2017 with possible extension.
- \$10.00 per hour
- Future for KIDS requires a standard security background screening

Desired Qualifications:

Preferred Knowledge and Experience

- Marketing, business writing and research, public relations and/or mass media design
- Use of the newest and most innovative forms of social media strategies
- Basic to intermediate knowledge of design principles for newsletters/web/other media
- Numerous college-level courses in marketing, journalism, communications, public relations, business administration, public administration or related fields

Requirements

- A positive attitude
- Creativity and flexibility
- Strong written and oral communication skills
- Basic PC skills and experience with Word, Excel, PowerPoint and social media platforms
- Ability to work as a member of a team

Preferred Majors:

Marketing, Journalism, Communications, Public Relations, Business Administration, Public Administration or related fields

Desired Academic Year (If a Student):

Junior, Senior

Application Instructions and Contact Info:

HOW TO APPLY

Please email the following items to madona@futureforkids.org by March 8, 2017

1. Cover Letter (one page)
2. Resume (one to two pages)
3. Three Professional and/or Academic References (include name, title, employer, phone & email – one page)

Respondents that meet the acceptable experience and training criteria may be asked to participate in an interview. Interviews are tentatively schedule to be conducted the week of March 13, 2017.