Marketing & Communications Intern Job Description

Organization
Catherine Place is a small, well-respected non-profit located in a century old home in the Hilltop neighborhood of Tacoma. Founded in 2000, Catherine Place has made a positive difference in the lives of thousands of women in Pierce County. We support female identifying people, particularly those experiencing challenges related to poverty, violence, loss, illness, and/or immigration. Our mission is to improve the lives of women through Hope, Healing, and Connection.

Position
We seek a passionate, self-starting digital native to build a sustainable marketing and communications plan. This internship is an excellent opportunity to plan and design multi-platform messaging at a community based nonprofit organization.

Responsibilities
- Conduct a communications audit to evaluate the effectiveness of current marketing.
- Develop a communications style guide for Catherine Place.
- Create a schedule for and help maintain our social media presence.
- Review and update Catherine Place website content.
- Assist in planning, writing, and managing monthly eNewsletter.
- Design flyers, graphics, e-vites and other marketing material for workshops, groups, and events.
- Reach out to community partners, general public, and donors with the message about Catherine Place’s mission to improve the lives of women.
- Collaborate with staff on new ideas, directions, and venues for marketing and communications.

Qualifications
- Support the Mission and Purpose of Catherine Place – to improve the lives of women through hope, healing, and connection.
- Effective written and oral communication; strong active listening and problem solving skills.
- Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations).
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Firm grasp of available tools and platforms in social media and print communications; knowledge of HTML and graphic design a plus.
- Washington State background check clean of domestic violence charges.

Time Commitment
8 – 12 hours/week, preferably twice a week in the office. Position requires 3 – 6 month commitment.

To Apply
Send cover letter addressing your interest and qualifications along with a current resume to cplace@catherineplace.org