



## Event & Marketing Coordinator Internship

**Title: Event & Marketing Coordinator Intern**

**Internship Reports to:** Director of Resource  
Development & Marketing

**Wage:** Currently unpaid, potentially for academic credit (must be approved by academic advisor)

**Hours:** 6-10 hours per week (can be flexible to fit student's schedule)

**Position Summary:** The Event & Marketing Coordinator Intern will work closely with the Director of Resource Development & Marketing as well as the Event & Marketing Coordinator to help with the planning and execution of special events, community engagement efforts, social media management, graphic design work, mailings, and donor relations.

**Position Requirements:** Pursuit of a bachelor's degree in business, marketing, or public relations; great leadership, communication, and organizational skills; ability to work both independently and in groups; must be able to manage time efficiently and meet deadlines; and must be able to problem solve and innovate new ideas.

**Job Functions:**

**Primary Duties for the Event & Marketing Coordinator Intern will be:**

- Works closely with the Director of Resource Development & Marketing and other key Club staff to market special events and programs in a way that meets the objectives of the organization
- Gathers donations and assist with donor acknowledgement
- Organizes sponsor and donor records for incoming funds
- Develops and maintains positive relationships with key Club staff and volunteers
- Successfully prioritizes multiple marketing projects
- Works closely with key Club staff to implement a variety of effective and relevant Social Media strategies – i.e. Facebook, Twitter, etc
- Produces effective Email Newsletters to key Club constituents

\* This position is filled on a semester-by-semester basis with the opportunity for continuation.

Interns must meet eligibility requirements for the Pointers Connect Internship (PCI) program to be hired and receive pay. Requirements include, currently enrolled at UWSP, Junior or senior status, 2.0 GPA or higher plus one of the following: 1st generation college student; Pell eligible or non-traditional student.

**Contact:** Please send your cover letter and resume to Mikayla Kleifgen, Director of Resource Development & Marketing at the Boys & Girls Club of Portage County, 715.204.1199 or at [Mikayla.kleifgen@bgclubpc.org](mailto:Mikayla.kleifgen@bgclubpc.org)

**For more information:** Visit our Facebook page ([www.facebook.com/bgclubpc](http://www.facebook.com/bgclubpc)) or website ([www.bgclubpc.org](http://www.bgclubpc.org)).

**About Boys & Girls Club Portage County:** The Boys & Girls Clubs of Portage County serves 2,000 Club members throughout the year with afterschool programming, summer programs, special events, healthy meals, sports, and recreation, and workforce development programming. The Boys & Girls Club of Portage County has been serving the community for 20 years and operates in five community schools within Portage County in addition to its Berard and Plover Centers. For a nominal fee per year, any child can attend the Boys & Girls Club after school and all day during the summer months. We hope that you will join us in supporting the youth of Portage County that we serve!