

JOB DESCRIPTION
MARKETING AND COMMUNICATION INTERN

POSITION SUMMARY:

The Marketing and Communication Intern will work directly with the Duke Catholic Center's Director of Communication. The intern will assist with writing and editing for written and digital communications, advertising and marketing, and maintaining our website and mobile app.

RESPONSIBILITIES:

- Perform research to find articles, stories, resources, videos, or other content that is relevant to our community.
- Write and edit copy for print and electronic publications, advertising needs, and weekly student communication.
- Create graphics for print ads, flyers, DCC website and mobile app; provide design solutions in support of various DCC campaigns or initiatives.
- Reach out to students and Duke faculty to solicit personal stories of faith experiences and faith in action.
- Collaborate with Social Media Intern on projects as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Strong written and verbal communication skills. Professional writing experience a plus.
- Experience with photo-editing and graphic design. Experience with Photoshop and Illustrator a plus.
- Detail-oriented and organized.

BENEFITS:

- Build your portfolio of work and establish employment reference from a highly successful organization.
- Contribute meaningfully to an organization that has become a leading innovator in Catholic campus ministry.
- Flexible scheduling.

PAYMENT:

- \$11.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23 to Dec 17, 2021; January 5 to May 6, 2022.
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours.
- Duties to be carried out at specific times agreed upon by the student and the Director of Communication on a weekly basis.
- Office location will be at the Duke Catholic Center's offices in the basement of Duke Chapel. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.
- At times, the student will be asked to attend specific events at other locations on campus to photograph or gain information for posting on social media sites.