



# Keystone Opportunity Center

Providing Help • Offering Hope

Vibrant social service organization fighting poverty by creatively addressing issues of homelessness, hunger and career readiness is seeking an unpaid **Marketing/Communications Intern**.

We're looking for an ambitious individual who wants to gain experience in areas such as communications, public relations, social media, event creation, and relationship building.

## **Duties and responsibilities:**

You will work with the Executive Director and liaise with other department heads to help develop plans, execute projects and track participants. Activities could include designing social media posts, building lists, creating bulk emails, researching issues related to poverty, writing newsletters, identifying potential partners, capturing marketing statistics, staffing events and more.

## **Qualifications:**

Familiarity with social media strategies and platforms.

Able to multi-task.

Willing to take direction.

Inquisitive and a fast learner.

Hardworking and dedicated.

Computer literate.

## **To apply:**

Send resume and cover letter by email to:

[ExecutiveDirector@KeystoneOpp.org](mailto:ExecutiveDirector@KeystoneOpp.org)



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