



Internship Title:	Marketing and Communications Internship
Location:	Flexible
Hours:	Flexible schedule; Minimum 20 hours/week, School Credit or Volunteer Hours
Reports To:	Ellen Barnett, Brand Director

As an Eluna Intern, you will be an integral part of our team while gaining real-world experience and a comprehensive understanding of various marketing functions within a nonprofit organization. This is an opportunity to be part of a dynamic, collaborative and passionate team dedicated to supporting youth and families affected by grief and addiction. The student intern will develop understanding and skills related to creation and management of marketing content, as well as general nonprofit marketing practices. The ideal candidate will have an interest in a wide range of communications functions, including design and creation of visual content, assisting in the development of multi-platform content and marketing coordination across platforms. This internship will

What you will gain from this experience:

- Competencies associated in working for an established, national nonprofit in a collaborative office environment;
- Deeper understanding of marketing and communications campaign development along with program and fundraising in the nonprofit sector;
- Strategies used to effectively communicate to multiple audiences
- Hands-on experience in efforts to increase institutional visibility and influence using social media and other means; and
- Project management and communications experience.

Duties and Responsibilities may include:

- Contribute to the development of visual communications such as pdfs, PowerPoint presentations, spreadsheets, and other visual media including infographics;
- Assist with requests for videography and imagery;
- Management of communications file storage;
- Preparation of program and brand communications in collaboration with other team members;

- Create and/or update both print and digital marketing materials, including reports, flyers, one pagers and newsletters;
- Interview employees, conduct research and write articles for the company's internal and external communication channels;
- Other projects as needed.

Qualifications and Attributes:

- Pursuing a Bachelor of Arts in Marketing, Communications, Journalism or a related field.
- Possess a strong interest in and passion for all aspects of marketing for a youth-centered, non-profit organization.
- Knowledge of supporting applications, including MS Office Suite, Adobe Photoshop, Adobe Illustrator strongly preferred.
- Interested in learning more about and supporting creative needs such as social media content, creating templates, etc.
- Comfortable creating and updating excel spreadsheets used for project management.
- An actively engaged social media user with strong knowledge of platforms and trends including Instagram, Facebook, Twitter and LinkedIn.
- A get it done, self-directed, enthusiastic, team player with the ability to work independently able to handle diverse projects simultaneously and meet deadlines.
- Highly creative with strong written and verbal communication skills.
- Excellent organizational skills and strong attention to detail
- Confidentiality and discretion is required.

How to Apply:

Email resume and cover letter with to Jean Heflin Kane at jeankane@elunanetwork.org.

About Eluna

Eluna is a public, 501(c)(3) non-profit with a mission to support children and families impacted by grief or addiction. Founded in 2000 in Seattle by former MLB pitcher Jamie Moyer and child advocate Karen Phelps Moyer, Eluna was originally called The Moyer Foundation and launched a series of free programs supporting thousands of children and families: Camp Erin® is the largest national network of grief programs for bereaved children and teens, Camp Mariposa® is a national addiction prevention and mentoring program for youth impacted by a family member's substance use disorder, and the Eluna Resource Center offers online tools, local referrals and personalized phone and email support for families experiencing grief, addiction and other related issues.

ELUNA IS AN EQUAL OPPORTUNITY EMPLOYER. Eluna has undertaken proactive steps to learn how to become a more diverse and inclusive organization and we are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, ethnicity, color, national origin, ancestry, age, sex, religion, creed, disability, sexual orientation, gender identity and/or expression, genetic information,

marital status, domestic or sexual violence or stalking victim status, honorably discharged veteran or military status, or any other protected characteristic as established by applicable state or federal law.