POSITION TITLE: Marketing Intern (Unpaid)  
REPORTS TO: Marketing & Development Manager  
LOCATION: Remote or Philadelphia (conditions permitting)  
HOURS: 10 + hours/week

Position: Development/Marketing Intern at Eluna

The student intern will be responsible for supporting marketing and communications staff with support such as writing blog posts, drafting email content and inputting in Mail Chimp, maintaining email database, inputting leads into SalesForce, creating Power Point presentations, preparing for and participating in marketing and young professionals committee meetings, assisting with events, writing program descriptions, assisting with website, public relations, media and social media outreach and preparing marketing collateral. Depending on the timing of events, duties may vary. Learning will be on the job and will include how campaigns are designed and implemented, converting email leads, and positioning a nonprofit through public relations and marketing efforts.

Qualifications and Attributes

- Meticulous attention to detail, strong problem-solving abilities and ability to establish priorities, take direction and multitask
- A get it done, self-directed, enthusiastic, team player, ability to pitch in where needed
- Willingness to learn and work independently
- Basic Proficiency in Microsoft Office Suite, specifically Word, Excel and PowerPoint
- Confidentiality and discretion required

How to Apply

Email resume and cover letter to Meghan Gary at meghangary@elunanetwork.org.

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. Eluna’s
programs and services are at no cost to families and provide support to thousands annually in locations across North America.