

# The Friends of Israel Gospel Ministry, Inc.

## Position Description

Position: Marketing Intern  
Reports to: Director of Marketing & Communication

### **Purpose of the Position:**

The marketing department of The Friends of Israel Gospel Ministry is looking to hire a motivated, creative intern to carry out a variety of assignments and learn various skills to aid in a successful career in a marketing-concentrated field. Whether you are interested in social media, graphic design, digital marketing, writing, branding, or all the above, this is a great opportunity!

### **Objectives of the Position:**

The intern will perform tasks aiding the marketing director and team to help in creating materials, distributing promotional communication and helping further the name and mission of The Friends of Israel Gospel Ministry. Having knowledge in the following programs is a plus but not required: Adobe Suite Programs including InDesign and Photoshop, Canva, Google Docs. The position works closely with a constantly producing, collaborative team that is outcome focused.

**Position Responsibilities:** Daily responsibilities may include the following (will be adapted to intern's gifts and abilities):

- Posting Social Media Content and Monitoring Comments
- Assisting in the weekly distribution of *Up Close e-newsletter*
- Assisting with writing and editing of promotional materials
- Designing for social media and marketing materials
- Strategizing marketing campaigns for products and events
- Creative brainstorming for effective ways to reach new audiences
- Willingness for off-campus marketing-related events

**Position Qualifications:** The following qualifications are desired but not required for candidates:

- Creatively driven to produce content, design and materials
- Experience in Adobe Suite Programs
- Visual design skills
- Ability to create visually appealing graphics and related material
- Ability to write advertising copy and other marketing material
- Strong organizational skills and attention to detail
- Strong interpersonal skills with the capacity to collaborate with others to complete a task
- Ability to work independently
- A self-starter with the flexibility to both work independently and as part of a team

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### **Benefits**

- This is a paid position (\$15/hour) working approximately 20-35 hours a week for 10-12 weeks on a flexible schedule.
- Gain hands-on experience in a marketing position
- Shadowing and training experiences with knowledgeable professionals

### **Location**

- We are located in southern New Jersey in the greater Philadelphia area.
- Flexible work schedule with remote and on-site options