



220 Herndon Street
 San Marcos, TX 78666
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www.haysfoodbank.org

Position Description

Job Title:	Marketing & Communications Intern
Reports To:	Communications Coordinator
Location:	Hays County Food Bank (HCFB) Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

The Marketing & Communications Intern will work directly with the Communications Coordinator to create event collateral, write blogs, press releases and social media blurbs to reach out to the community about Hays County Food Bank's mission and efforts.

Duties and Responsibilities

- Update and maintain HCFB's social media presence, including scheduling Facebook and Twitter updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Design flyers, graphics, e-vites and other marketing material for major events hosted by HCFB
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Represent Hays County Food Bank at third party fundraisers
- Conduct community presentations regarding HCFB
- Other duties as assigned

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills
- Video skills a plus

Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.

- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a speaker bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/----
Supervisor Signature	Date:
	__/__/----

INTERNAL USE ONLY

Approved by:	Denise Blok
Date approved:	June 2017
Reviewed:	