



Digital Marketing Intern

The San Diego World Affairs Council is a nonprofit, nonpartisan organization dedicated to educating and engaging San Diegans in global issues, international relationships and cultural understanding. We organize educational talks and events on political, economic and cultural issues that impact our community, the nation and the world.

Interns play a critical role in SDWAC by participating in a variety of programs and initiatives. We are currently seeking a talented intern to join our team and participate in various digital marketing projects. The position is unpaid but offers opportunities to meet and interact with influential people, receive mentoring, and gain valuable insight into the day-to-day operations of nonprofit organizations.

Duties and responsibilities:

- Assist in developing online publications, banners, ads and other promotional materials
- Build Social Media Audiences (Facebook, Instagram, LinkedIn)
- Update SDWAC's official website content and social media profiles
- Prepare information for event announcements, newsletters and e-blasts
- Apply editorial knowledge and skills to analyze and improve documents
- Perform other duties as assigned or required

Qualifications and requirements:

- Strong communication and interpersonal skills



- Excellent time management, attention to detail and ability to work independently
- Exceptional grammar, proofing and editing skills
- Basic knowledge of Microsoft Office Suite, Wild Apricot/WordPress
- Social Media Content Curation and Development
- Ability to commit 10 to 15 hours weekly for 6 months

Pluses:

- Paid Social Advertising Strategies
- Experience with Zoom Video or other virtual events tools
- Adobe Illustrator and Photoshop knowledge
- Experience updating websites on CMS platforms
- Pursuit of a degree or concentration in marketing, English, writing or journalism

To apply, please email your **resume, and a short cover letter** to [sdwac\[at\]sdwac.org](mailto:sdwac@sdwac.org) (subject field: Digital Marketing Intern). Applications are due **June 30, 2020** . Only short-listed candidates will be contacted for an interview.