~ JOB POSTING ANNOUNCEMENT ~
Marketing & Communications Intern
20 hours/week; $10/hour

November Start Date

Position Purpose: To help strengthen overall Dayton Foundation brand awareness by assisting with key parts of the communications and marketing plan, including writing and researching for various printed and electronic communications and social media. Supports the work of the Marketing and Public Relations Department.

Education and Work Experience: Currently seeking a Bachelor’s or Master’s degree in Marketing, Communications, Journalism or related field.

Communications and Marketing Implementation
- Assist in the production of print and electronic publications by collecting information and photos; conducting research; and other tasks as assigned.
- Writing articles, descriptions for newly established funds and other marketing communications as needed.
- Maintaining and updating distribution lists for e-marketing.
- Assist with social media efforts, including writing posts for the Foundation’s social media platforms, gathering photos and providing video support.

Back Up Receptionist
- In the absence of the Receptionist, answers telephones and directs calls and messages to appropriate staff.
- Greets visitors in courteous and professional manner and directs to appropriate staff.

Knowledge and Skills:
- Strong organizational skills
- Strong writing skills
- Excellent project management skills and attention to detail
- Ability to maintain a high level of confidentiality
- Familiarity with video/photo production and social media
- Experience working with media outlets a plus
- Must be able to commit to 20 hours per week

Please send résumé and cover letter via fax or email to:
LaTonia McCane, Director, Human Resources
The Dayton Foundation
lmccane@daytonfoundation.org
FAX: 937-222-0636
Closing Date: Friday, December 31, 2021

The Dayton Foundation is an Equal Opportunity Employer.