



Marketing Intern

Academy of Whole Learning (AOWL) is a private non-profit K-12 school. We provide personalized learning paths integrating academic, social and life skills for qualifying students with autism spectrum disorder or related learning differences.

We are looking for a creative individual to be our **Marketing Intern**. This individual will be responsible for assisting the Director of Advancement in a variety of work, including:

- Gathering content and preparing marketing materials, including ads, flyers, and posters (for review and final approval)
- Collecting contact information for related professional, i.e. physician, psychologists, therapists, ABA clinics, etc
- Delivering marketing materials to related professionals
- Organizing physical and digital archives of photographs, design pieces, and other materials

This is a learning and portfolio-building opportunity for a bright and energetic individual looking to pursue a career in the marketing or fundraising field. Upon completion of the program, the intern will have on-the-job skills in:

- Managing multiple deadlines
- Quickly producing creative content
- Seeing the marketing process through--from designing the intake form to the thank you email following the gift made

As all of our staff and interns serve as models for the students we work with, you must understand and uphold AOWL's values and procedures and act as a positive representative of AOWL with students, families and in the community. You must also maintain confidentiality with information regarding our program participants.

Internship Schedule: Internship Schedule: 25-40 hours per week, Monday–Friday with some evenings and weekends. We are looking for a minimum time commitment of 3 months, with the possibility of more time. The work schedule can be flexible and will be discussed during the interview process.

To be qualified for this position, you must be:

- Actively pursuing or has earned a degree in Marketing, Communications, Graphic Design, Advertising or a related field
- Proficient in Microsoft Office, including Publisher
- Strong writer
- Experienced with writing, photo selection/editing, and other skills related to production of marketing materials and willing to provide samples of past work
- Detail-oriented and flexible; able to work in fast-paced environment

The successful candidate for this internship will also have a desire to learn about the non-profit/education sector and will be interested in working for an organization dedicated to changing the lives of students with learning differences.

If you believe you are ready for this rewarding challenge, please send your resume, along with a letter describing your interest in the position, and why you believe that you are the perfect person for this internship to Karla Przybylski, at karla.przybylski@academyofwholelearning.org.

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