Position: Digital Media Intern – Nonprofit Marketing

Location: Children’s Bureau, Inc.
Gene Glick Family Support Center
1575 Dr. Martin Luther King Jr. Street, Indianapolis, IN 46202

Are you visually creative but analytical too? Do you thrive on the fast pace of social media marketing? Do you care about the reason behind your work? If so, check out this opportunity at Children’s Bureau, Inc., one of Indiana’s most progressive nonprofits, working to protect children and preserve families.

We’re looking for a motivated designer/wordsmith to produce content for four social media platforms (Twitter, Facebook, Instagram and LinkedIn). This intern works with the Children’s Bureau’s communications content strategist to educate and engage multiple audiences.

"Interning with Children’s Bureau was a unique opportunity to gain hands-on experience working for a nonprofit while simultaneously giving back to my community. Collaborating in a fun, team atmosphere enhanced my knowledge of social media, event planning, corporate relations, and ultimately provided me with the skills necessary to start my career.” – Jessica Almon, 2015 Children’s Bureau Intern

WHAT YOU’LL DO

• Plan/implement weekly social media content
• Create graphics for use in social media, website and more
• Track/report social media metrics
• Updates and SEO for childrensbureau.org
• Assist with creating/scheduling email campaigns
• Collaborate with other interns

WHAT WE’RE LOOKING FOR

The successful candidate will:

• Be an excellent writer, detail oriented, efficient and willing to learn
• Be able to think creatively and strategically at a fast pace
• Have good organizational skills, integrity and great follow through
• Minimum of intermediate design skills with a knowledge of Adobe Creative Suite (emphasis on Photoshop/InDesign/Illustrator)
• Basic HTML, CSS, or experience with WordPress a plus
• Knowledge of video editing software a plus

THE FINE PRINT

• 40 hours per week
• Must have access to reliable transportation
• Language requirements: Fluent written and spoken English
• This is a paid internship with a stipend awarded at the end of 12 weeks.
• Email a cover letter, resume and digital portfolio to cbicommunications@childrensbureau.org.

Children’s Bureau is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity, religion, disability, ethnicity, national origin, marital status, veteran status, or any other legally-protected status.