

Information Needed to Recruit Interns

Organization: United Way of Northern Utah



Our Mission: We Unite people and organizations to build a healthy, stable, and well-educated community where individuals, families, and neighborhoods thrive.

Address:

2955 Harrison Blvd., Suite 201
Ogden, UT 84403

Contact Person Info and How to Apply:

Name: Nakisha Rigley/Digital Marketing Manager

Email: Nrigley@uwnu.org

Phone: 801-649-7822

How to apply:

- Please send a resume and cover letter to nrigley@uwnu.org
- Please share 2-3 pieces of previous graphic design content if you have them.

Internship Responsibilities/Duties:

- Support our Resource Development team
- Assist with email campaign creation
- Assist in creating digital marketing content for campaigns including Giving Tuesday and End-of-Year giving
- Assist in creating website landing pages for campaigns
- Update website pages
- Assist putting together monthly newsletters
- Assist in developing content for marketing communications
- Support the coordination of a communications matrix by audience, geography and purpose
- Coordinate outreach to understand donor/volunteer interests

Skills / Knowledge Needed for Internship:

- Photography skills
- Event planning experience
- Experience using Google Sheets, Microsoft Office, Adobe Photoshop, Canva, and/or other design and content creation tools
- Current enrollment in a bachelor’s degree program (recent graduates considered)

Projects To Be Completed (Internship Portfolio possibilities):

- Marketing Campaign content pieces (email, social media, website content)
- Website landing page(s)
- Marketing Calendar and Communications Matrix

Location(s) for Internship Work

Interns will work a hybrid remote schedule alongside the Resource Development team with 1-2 days a week expected to be worked in the Ogden office from 9 am – 4 pm

Days/Times Intern Needed–How Flexible:

Flexible schedule. Basic work schedule options between 9 am and 4 pm Monday-Friday. Expected to work 15 hours per week.

Pay Rate/Stipend: \$500 stipend upon successful completion of 180 hours of service



Paid Unpaid

Other Compensation