



Marketing & Communications Intern Job Description

AgeWell Services is a nonprofit that provides vital connections to keep seniors nourished, active, learning and living independently. AgeWell offers Lunch & Activity Centers, Meals on Wheels & Wellness Activities in Muskegon, Oceana & Ottawa Counties. We also advocate for seniors through the coordination of the Tri-County Protection Team, which works to identify, advocate, and seek justice for adult victims of abuse, neglect, and financial exploitation.

Position: Marketing & Communications Intern (eligible for academic credit)

Description: AgeWell Services is seeking an energetic self-starter to assist the marketing & communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a community based nonprofit organization.

Duties & Responsibilities:

- Update and maintain AgeWell Services social media presence
- Assist in planning, writing and managing weekly newsletter
- Draft and distribute press releases
- Design flyers, graphics, postcards and other marketing materials as needed
- Update AgeWell Services website as needed
- Collaborate with staff on new ideas, directions and venues for marketing and communications
- Assist other departments as needed
- Help plan and organize AgeWell's table for Senior Community Days
- Attend various Senior Center Activities in Muskegon County as needed
- Other duties as assigned

Experience and Job Qualifications:

- Be working towards a degree in Marketing, Communications or any related field
- Personal transportation with a valid Driver's License and insurance is necessary
- Possess excellent organizational skills
- Must be pro-active and able to work independently
- Strong Microsoft Office skills (Word, Excel, Outlook, Publisher, PowerPoint)
- Strong written and verbal communication skills
- Computer proficiency required
- Knowledge of Adobe Creative Suite (i.e. Photoshop, Illustrator, InDesign, Premier)
- Experience in social media marketing is a plus
- Enthusiasm for the mission of AgeWell Services.

Start Date: Position open until filled, a minimum 3-month commitment is required.

Hours: 10 – 20 hours/week, preferably twice a week in the office.

Compensation: This is an unpaid/volunteer internship. A stipend will be paid after successful completion of internship.

To Apply: Please send cover letter and resume to info@agewellservices.org