



Marketing & Special Events Summer Intern

Job description

The Marketing & Special Events intern will work directly with the Special Events Coordinator & the Community Outreach Director to assist in marketing & planning of the 2024 Northeast Ohio Buddy Walk, taking place on Saturday, August 17th.

Responsibilities include:

- Work with Community Outreach Director to create content for social media sites, including Facebook, Instagram, Twitter, TikTok and LinkedIn
- Work with Special Events Coordinator to coordinate Buddy Walk logistics
- Work with Special Events Coordinator to procure and organize supplies for Buddy Walk
- Attend event planning meetings as scheduled
- Assist Special Events Coordinator at the 2024 Northeast Ohio Buddy Walk, including set-up and tear-down

Skills Needed:

- Experience with social media channels
- Detail oriented
- Excellent written and verbal communication skills
- Creative, some graphic design experience helpful, including Canva
- Experience with Microsoft Teams

Time Commitment: 20 hours per week.

How to apply: Interested applicants should send resume and cover letter to:

Toni Mullee, Executive Director
Down Syndrome Association of Northeast Ohio (DSANEO)
6533-B Brecksville Rd.
Independence Ohio 44131
Or:
toni@dsaneo.org