



## Marketing and Event Intern Job Description

### Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County. Currently, The Education Foundation has 3 main initiatives:

1. Take Stock in Children – A scholarship and mentoring program working with low-income youth
2. Senior Scholarship – A college scholarship program open to all high school seniors in Alachua County
3. Teacher Professional Development – The Education Foundation supports Teacher Professional Development in a variety of ways from Catalyst for Change, a competitive grant program available for teachers and schools awarding \$4,000-\$6,000 per year for innovative projects, to the Collaborative Classroom Project, to supporting the SBAC Professional Development Department.

### Marketing and Event Intern (Un-paid):

Hours: 20 hours/week; occasionally evenings and weekends as needed (during special events)

Time period: Entire length of Spring, Summer or Fall semesters

### Position Summary

The Marketing and Event Intern will work closely with The Foundation's Director of Programs to help with the planning and execution of special events, community engagement efforts, social media management, graphic design work, mailings and donor relations.

### Education

This position is geared toward a junior or senior attending the University of Florida.

### The major duties and responsibilities of this position include:

- Shadow Foundation Staff
- Assist in planning and execution of major fundraising events and activities, along with community events and workshops, which includes monitoring RSVPs, taking photos and helping to make sure things run smoothly
- Assist with the donor acknowledgement process
- Help prepare promotional materials for solicitation
- Plan and manage social media sites and the Foundations website
- Assist with mailings
- Assist with communication with individual and corporate donors
- Assist staff with administrative documentation
- Attend staff meetings

### Personal Qualifies and Skills Required

- Strong written and oral communication skills
- Proficiency in Microsoft Office, Google Docs, experience with donor software, Canva and Adobe Creative Cloud a plus, but not required
- Ability to work independently and take initiative on projects
- Comfortable representing organization at community events
- Public relations or marketing experience preferred
- Must have a passion for education
- Strong written and oral communication skills
- Experience planning events
- Ability to work on multiple tasks
- Applicant must have reliable transportation\*\*

Anyone interested should send their resume to  
Volunteer and Marketing Administrator Jordan Miles at [milesja@gm.sbac.edu](mailto:milesja@gm.sbac.edu)