

## Marketing Intern

The Marketing Intern will work with the Board of Directors providing support to the JB Dondolo enterprise and individual initiatives in collaboration with partners to advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity, and no poverty. The Intern will support the organization in producing materials that may include the following: presentation slides, newsletters, issue briefs, web and social media graphics, and other materials as needed. This **volunteer** position represents 1 vacancy. A minimum of 6 hours per week is required for a duration of 6-12 months.

### Responsibilities

- Create and design print and digital materials, including but not limited to: presentation slides, newsletters, issue briefs, fact sheets, reports, web and social media graphics, and other materials as needed
- Distill and accurately translate and portray complex information (e.g., reporting data in graph or table format, etc.) into easy-to-understand visual communication and graphics
- Help tell the story of JB Dondolo through visual storytelling
- Use graphic design software (Illustrator, In Design, Adobe Photoshop, etc.) and work with a wide variety of media
- Assist the JB Dondolo Board to develop design concepts and branding including learning 2021 digital media tools and nonprofit trends

### Qualifications

- Bachelor's degree or higher in a related field or working towards a related degree
- Intellectually curious and passionate interest, with a track record of demonstrated ability and willingness to learn and apply knowledge to develop new and creative marketing solutions in community service, philanthropy, nonprofit sector, gender equity and/or WASH
- Basic knowledge of layouts, typography, line composition, color and other graphic design fundamentals
- Experience with graphic design work and software (InDesign, Adobe Photoshop and Illustrator)
- Ability to work collaboratively and creatively to produce clear engaging graphic communications for both print and web
- Ability to distill and translate complex information into easy-to-understand visual communication
- Strong creative and analytical skills
- Proficient writing skills in English for copywriting
- Excellent interpersonal skills with the ability to work individually and with others
- Experience with Microsoft Office including Outlook, Word, Excel & PowerPoint is required
- Other types of interests and skill sets are also welcomed, including the following: project management, data analytics, social media, nonprofit marketing, public health, and advocacy

### How to Apply

Please send a resume/CV and cover letter to [team@jbdondolo.org](mailto:team@jbdondolo.org) with the subject line: Marketing Intern application. Applications are due by March 1<sup>st</sup> at 11:59:59 PM EST.