



## Neighborhood Association Marketing Internship



The Southwest Hills Residential League (SWHRL) is the official neighborhood association serving the Southwest Hills and Portland Heights community. We provide information, activities and support for neighborhood residents, represent the neighborhood in city issues, and promote community involvement.

### Job Description

We seek two interns to help us design and manage a neighborhood outreach campaign to increase, diversify, and better serve our membership. Responsibilities include:

- Working with our team to develop a targeted multi-media communication strategy to raise awareness of the organization and increase neighborhood engagement
- Helping create and post web content, emails, and flyers
- Designing, monitoring and tabulating responses to neighborhood surveys

### Qualifications/Skills

The ideal candidate will be a self-starter with the ability to work independently, and will come with a faculty recommendation. Minimum age: 16. Basic skills include:

- Professional approach
- Demonstrated ability to follow instructions and complete tasks on time
- Basic knowledge of marketing or graphic design
- Excellent writing and communication skills
- Familiarity with or ability to quickly learn new software/communications programs (e.g. WordPress, MailChimp, Canva)

### Project Timeline and Benefits

Project will run June 1-July 8, with the bulk of work taking place June 13-30. Each intern will receive a stipend of \$500 for approximately 33 hours of work, to be paid in two installments upon satisfactory completion of projects.

**To Apply**, please submit your resume and cover letter to [president@swhrl.org](mailto:president@swhrl.org) by May 6. Top candidates will be invited to an interview and asked to submit a faculty recommendation.