



The HEAL Project
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SAMPLE NON PROFIT MARKETING AND ADMIN INTERNSHIP DESCRIPTION

Hours: 10-15 hrs/week for 3 months-6 months

Weekly schedule: 2 days a week

Compensation: This is an unpaid internship opportunity.

Report to: Operations Manager and Grants and Development Manager

About the organization: The HEAL Project (THP) is a unique organization providing hands-on programming that instills healthy lifestyle habits in elementary school children while inspiring environmental and agricultural awareness through comprehensive, interactive curriculum. Our vision is a world where everyone understands the connection between our food, our health and our environment.

Objectives:

- Gain experience working behind-the-scenes and creating impact through fundraising and marketing tasks.
- Participate in strategizing marketing and fundraising efforts for a small non-profit.
- Develop a deeper understanding of how environmental education non-profits function, the unique challenges and opportunities they face, and the benefits they provide the greater community.

What you will do:

Intern will work with both Operations Manager and Grants and Development Manager to learn about THP's mission and programs. They will determine a variety of appropriate projects and tasks that include the following:

- Manage social media platforms including Facebook, Twitter and Instagram.
- Assist with collection of information required for marketing efforts and grant reports including, photographs, video footage, interviews, student stories, news articles and financial reports.
- Assist with managing donor database, create reports, process donations and generate thank you notes.
- Assist during special events and fundraisers.
- Assist with design and ordering of promotional materials.
- Assist with writing grant proposal copy and grant reporting.