



Marketing Internship Description

Location: *Nashville, TN*

Reports to: *Alisa Van Dyke, Vice President*

Duties and Responsibilities:

Social Media Management

- Develop and implement engaging social media strategies, in collaboration with the Marketing team.
- Schedule and post content weekly or monthly across platforms such as Facebook, Instagram, and LinkedIn, including static posts, Reels, Stories, and more.
- Manage social media accounts by responding to messages, engaging with comments, following and interacting with relevant accounts, and sharing HHI content across various channels.

Content Creation

- Assist in creating advertisements, social media posts, and other graphic design content that aligns with HHI's brand and mission.
- Capture and edit photos and videos for use across social media, websites, email marketing, and print materials.

Email Marketing

- Write compelling email content for regular updates, newsletters, and campaigns.
- Plan and schedule email content on a weekly or monthly basis.
- Collaborate with other departments to gather relevant content for email campaigns.

Skills & Qualifications:

- A Christ-follower with an interest in nonprofit work and international impact.
- Proficient in Google Suite, social media platforms, and Canva. Bonus points for experience with Adobe Creative Suite.
- Experience with photography and video production, particularly with a DSLR camera.
- A collaborative team player with the ability to take initiative and work independently.

Expectations:

- 16 hours per week, Monday through Thursday. Flexible hours and days available as needed.
- Duration: Spring Semester (January through April). Option for extension or longer-term commitment can be discussed after the initial period.

How to Apply:

If you're interested in this position, please email Leighton Kennedy at lkennedy@hhi.org with your resume. References and/or a cover letter are optional but encouraged. Feel free to reach out with any questions.