

Marketing & Special Events Intern

Hire Date: January 8th | *Course credit eligible – up to 20 hours a week*

Organization: Junior Achievement of Western PA

Location: 90 Emerson Ln., Suite 1403, Bridgeville, PA 15017

Reporting relationship: Kim Sterling, Director of Marketing and Communications

Website: www.jawesternpa.org

Duration: Through beginning of May

Organizational Overview

Junior Achievement of Western PA (JA) is the region's premier provider of impactful, equitable, and life-changing educational opportunities for students K-12.

JA positively impacts the lives of young people and prepares them for a lifetime of limitless possibilities through our three educational pillars, financial literacy, workforce readiness and entrepreneurship.

Job Description

Junior Achievement is seeking a dynamic and enthusiastic Marketing & Special Events Intern to join our team. The ideal candidate will be a dynamic and enthusiastic individual with a keen interest in marketing and communications. As an intern, you will play a vital role in assisting with the planning and execution of various marketing campaigns and special events.

Ideally, you'll have a bias towards action, a collaborative and creative mindset, and a drive to learn new skills. You'll collaborate with all departments including Communications, Development, Education and the Front-End.

This is a unique opportunity to gain hands-on experience in event coordination, marketing, and nonprofit work while supporting our mission to empower young people with valuable life skills.

Key Responsibilities

The intern will

- Local media outlet research as well as craft and pitch stories.
- Works with the marketing team to assist in driving interest and engagement about JA events or programs for social media and other mediums.
- Conduct monthly social media analytics reports
- Work with the Marketing Team to plan and execute all marketing activities necessary to ensure successful events
- Help to set up, break down and clean up from the event as needed
- Provide on-site assistance at events and ensure a positive client experience is fulfilled

- Provide administrative support such as but not limited to printing signage, mail, gathering supplies, organizing the event materials and setup of the event.

Required Qualifications

- Enrolled in a degree program in marketing, communications, hospitality, or a related field.
- Strong organizational skills with attention to detail.
- Proven ability to work successfully and independently within cross-functional teams, often under demanding and/or changing deadlines
- Proficiency in Microsoft Office Suite and knowledge of Adobe Suite and/or Canva is preferred
- Familiarity with social media landscapes

Benefits

- Hands-on experience in event planning and nonprofit operations.
- Networking opportunities with professionals.
- Mentorship and guidance from experienced event coordinators.
- Opportunity to make a meaningful impact on the community and empower young people.
- Potential for academic credit (if applicable).

How to Apply:

Interested candidates should submit a resume and cover letter explaining their interest in the Marketing & Special Events Intern position at JA. Please send applications to Kim Sterling