



## Marketing & Development Assistant Position Description

**Job Title:** Marketing and Development Assistant

**Job Type:** Internship, part-time

**Company Name:** Charleston Promise Neighborhood

**Hiring Date:** August 25, 2014

**Contact Person:** Tracie Miller, Director of Development and Marketing

**To apply:** Send resume and cover letter to [tracie.miller@charlestonpromise.org](mailto:tracie.miller@charlestonpromise.org)

Charleston Promise Neighborhood (CPN) is a progressive nonprofit organization inspired by the Harlem Children's Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multiyear funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed a unique comprehensive public/private partnership focused on improving parent engagement, education, employment, housing, healthcare and community engagement in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston. Please find additional information at [www.charlestonpromise.org](http://www.charlestonpromise.org).

Our work ensures the future of our Neighborhood is healthy, vibrant, and filled with opportunity for our children and generations to come. CPN's education initiatives are the first step in achieving our Neighborhood's goals. Accelerating academic achievement for our youth is central to the development of successful citizens, bright futures for our children, and the transformation of our neighborhood.

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Charleston Promise Neighborhood's Marketing and Development Intern supports the mission of the organization and is assigned projects under the supervision of the Director of Development and Marketing. Projects include a wide-range of activities including assisting with collecting and writing communication pieces, scheduling interviews inside elementary schools and the community at-large, photography, social media posts, newsletters, media relations, and department administration. The intern will be given the freedom and opportunity to pursue the areas in which they are most interested and gain first-hand experience of marketing and development work within a community-based nonprofit organization.

Skills necessary:

- Excellent written and verbal communication skills
- Computer skills and knowledge of MS Office and online communication tools
- Excellent interpersonal skills
- A dedication to the organization's mission
- A willingness to learn
- Enjoys project-based learning
- Ability to follow directions and organized
- Business, Marketing, and Communication majors, preferred

The position requires a fulfillment of 16 hours per week for one semester. Management is flexible with scheduling. All training is provided on the job with personalized mentorship and growth opportunities.