

Marketing Intern

**Job Description**

**Part-time Position**

**Reports To:** Executive Director

**Pay Schedule:** Part-Time, up to 25 hours, flexible hours

Compensation; Twice a month

About Big Buddy

**MISSION** Big Buddy’s mission is to build a community of mentoring relationships that advance and inspire our youth. **VISION** Big Buddy’s vision is that every child has a positive role model leading him/her to make good choices, resulting in a healthy and rewarding life.

OVERVIEW

To promote the mission of the Big Buddy Program by assisting in the advertising of programs, services, and activities at partner school sites as well as development and community outreach events.

ESSENTIAL FUNCTIONS/SCOPE OF RESPONSIBILITIES

* Create and design logos, flyers, newsletters, t-shirts, letterheads, business cards, and other promotional materials with Adobe Creative Suite programs.
* Develop and create social media posts to promote events or activities.
* Update website to showcase upcoming events or programs with Wix
* Design layouts and build applications for various programs like Extended Learning Academy, Mayor’s Youth Workforce Experience, and Level-UP!
* Create and produce PowerPoint layouts for parent orientations and other events.
* Collaborate with other non-profits in the Baton Rouge area to develop graphics or marketing materials for coalition projects like Youth City Lab.
* Suggest new ways to attract prospective youth, families, partners, and sponsors (like promotions and competitions).

Send resume and cover letter to bigbuddy@bigbuddyprogram.org