



Development & Marketing Intern Job Description

Position Title

Development & Marketing Intern

Reporting To

Development & Marketing Coordinator

About Girls in the Know

At Girls in the Know (GITK) we realize 7 out of 10 girls struggle with low self esteem. We also know that 5 out of the 7 girls struggling with low self esteem will engage in risky teen behavior-cutting, bullying, smoking, drinking, or eating disorders. GITK is dedicated to stopping those behaviors before they start. Every girl in STL needs and deserves to have a strong foundation and strong sense of self heading into the challenging teen years and GITK is committed to making that happen no matter what the neighborhood or demographic.

Our motto: *Knowledge is Power*. We provide an educational 4 week speaker series workshop led by licensed female professions delivered to pre-teen girls (ages 9-13) and the ones who love them. Empowering girls to not just survive but thrive in the teen years!

Position Summary

As a growing non profit organization with limited resources, our interns are critical to our success. We are seeking interns for at least 10 hours per week, with more hours when available, based on student's requirements, and who are interested in learning and supporting all aspects of our business, specifically our fundraising and marketing efforts. Interns will be involved in supporting our traditional and outreach programs and will interface in all aspects of our business gaining valuable experience both with our internal teams and in the community. Students should be comfortable with technology and social media.

During Shelter-In-Place orders, the GITK team is working remotely. Once those orders are lifted, students will work an average of one to two days per week at GITK office (remaining hours off site):

20 S. Sarah Street (the CIC@CET Building in the Cortex Innovation Community, a short distance from the Cortex MetroLink stop)
St. Louis, MO 63108

Responsibilities

- Marketing
 - Develop and maintain a weekly social media campaign to increase program participation and raise awareness
 - Write community calendar posts
 - Community outreach including posting on community bulletin boards and local business relations
- Development
 - Database updates and clean-up projects as directed by the Development & Marketing Coordinator
 - Assist with donor stewardship projects as needed

To apply, email resume to nicole@girlsintheknow.org and enter "Development & Marketing Intern" in the subject line. For more information about GITK, please visit our website at www.girlsintheknow.org