



Job Title:	Digital Marketing Assistant (Paid Internship)	Job Category:	Programs
Department/Group:	Education/Training	Job Code/ Req#:	300
Location:	929 29 th St Denver 80205	Travel Required:	Minimal
Level/Salary Range:	\$16/hour	Position Type:	10 -15 hours a week, 6-month internship
Reports to:	COO	Date Posted:	10/6/2022
Posting URL	www.thelearningsource.org		

Applications Accepted By:

EMAIL:

HR@thelearningsource.org
 Subject Line: Digital Marketing Intern

MAIL:

The Learning Source
 929 29th St.
 Denver, CO 80205

Job Description

ROLE AND RESPONSIBILITIES

The Digital Marketing Intern will support marketing efforts for The Learning Source to assist with outreach and communications. Primary responsibilities include:

- Develop and schedule social media and marketing content in collaboration with the program teams
- Assist with internal marketing and communication support such as creating program flyers and organizing monthly staff and volunteer newsletters
- Work with mentor to identify marketing related project for scope of internship
- Attend weekly onsite marketing meetings
- Assist with events as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate degree or higher (in progress or completed) in marketing, communications, or public relations
- Experience with various social media, marketing, and communication platforms
- Strong customer service skills
- Ability to communicate clearly and professionally and good attention to detail
- Ability to collaborate with other staff members to support agency marketing efforts
- Bilingual a plus

ADDITIONAL NOTES

The Learning Source is a non-profit organization founded in 1964 to enable adults the opportunity to pursue educational goals. Volunteer tutors, in locations throughout the Denver metro area, provide instruction in basic literacy, GED, ESOL, and Family Literacy. The Learning Source is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Learning Source does not discriminate



against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by state or local law.