

Riley's Way Foundation | Program Marketing Internship

Position Description

[Riley's Way Foundation](http://www.rileysway.org) is looking for an intern with strong design, marketing, and writing skills to help develop a resource kit and materials for our expanding [Chapters](#). The intern will create written and visual materials to strengthen and deepen our Chapter model. The intern will develop one-pagers, short videos, and other materials based on the current model, and ensure that the material is engaging, informative, and aligned with Riley's Way's mission, values, and brand.

Major Responsibilities

- Assist in the drafting of engaging and informative digital content for Chapters
- Create, design, and edit modular documents for resource tool kit and website
- Work closely with the Programs team and Chapter members to understand the Chapter model and gather feedback
- Support Program Coordinator and Director of Programs and Partnerships in planning, organizing, and developing materials
- Work closely with the Program and Communications team to understand the Riley's Way brand, mission, and vision
- Assist in developing written materials such as blog posts and newsletters
- Coordinate digital design production and copywriting for the Chapters page on the website
- Perform other duties as requested by staff

Qualifications

- Commitment to the mission and vision of Riley's Way Foundation
- Currently in college
- Excellent interpersonal skills
- Advanced experience in graphic design, adept in all platforms, such as Google Docs, Zoom, Adobe InDesign, Canva
- Media skills, including editing and creating simple videos
- Understanding of digital marketing/design
- Excellent written and verbal communication skills
- Creative and forward-thinking
- Strong organizational skills with exceptional attention to detail
- Ability to work both independently and as part of a team in a fast-paced environment

About Riley's Way Foundation

Riley's Way Foundation sees a future where kind leaders build a better world. We empower young people to use kindness, empathy and meaningful connections to drive that change. A nonprofit organization, Riley's Way supports and connects young leaders around the country to become powerful

voices and kind leaders in their communities. Our local and national programs provide teens the tools and resources to envision change and achieve it.

Location: This position will be remote.

Salary/Benefits: The position is 5 to 10 hrs/week; \$17 to 20/hr based on experience.

How to Apply: For immediate consideration, please send your resume and cover letter to tsalas@rileysandler.org and indicate “Intern” in the subject line.

Riley’s Way is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and political affiliation.