



Metro Office of Family Safety

*Metro Nashville-Davidson County Office of Family Safety
Department Head, Diane Lance*

Job Title: Marketing & Outreach Intern

Department: Office of Family Safety

Reports to: Assistant Director of Marketing & Outreach

Time Commitment: We ask that interns commit to a minimum of one (1) semester or term (Summer, Fall, or Spring) and a minimum of 20 hours per week.

Hours: Vary from 7:30 am to 5:30 pm

Location: Family Safety Center

Summary:

As the Marketing Outreach Intern, you will contribute to the development and implementation of comprehensive marketing strategies, this role encompasses a diverse set of responsibilities, including data analysis, research, graphic design, collaboration, and administrative support.

Essential Duties and Responsibilities:

Data Analysis and Research:

- Analyze data from various marketing channels to assess the effectiveness of marketing strategies.
- Research marketing campaigns related to interpersonal violence.
- Plan and research marketing campaigns tailored to reach younger demographics (18-25).

Metrics and Reporting:

- Track key performance indicators (KPIs) for marketing and outreach efforts.
- Assist the Outreach Team in generating reports on the impact of marketing and outreach initiatives.

Graphic Design:

- Create visually appealing graphics for social media, presentations, and promotional materials.
- Ensure brand consistency in all design elements.

Collaboration:

- Work closely with other teams within the organization, such as fundraising, programs, and communications, to ensure cohesive messaging.

Administrative Support:

- Provide general administrative support to the marketing and outreach team.
- Maintain organized records of marketing materials and outreach activities.

Qualifications:

- Must be at least 18 years old
- Must pass a background check
- Must be currently enrolled in an undergraduate or post graduate program
- Must feel comfortable using Excel
- *In an effort to ensure our intern and staff body is as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.*

Support and Benefits Provided:

- Supervision, skill-building, mentorship, networking, and resume-building
- Metro ID badge and Metro email account
- Dedicated workspace with Metro laptop
- Free parking off-site
- Ongoing training and guidance on JCAC procedures
- Ongoing education and training on domestic violence and trauma
- Opportunities for outside projects
- This internship is **UNPAID**.

To apply:

Please send a completed application, resume, and cover letter to Courtney Muller at CourtneyJMuller@jisnashville.gov.

Applicants with unresolved trauma in their past are encouraged to explore whether this opportunity is a good fit for them.

