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*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 Walden Ferrell at WaldenFerrell@jisnashville.gov.

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