



Emergency Infant Services

Volunteer Position Description

Job Title: Marketing Intern

Reports to: Marketing Manager

Purpose: The Marketing Intern will work closely with the Marketing Manager and Development Team. The ideal candidate will have an interest in the nonprofit sector.

Location: Downtown Tulsa

Key Responsibilities:

- Help create graphics and posts for social media campaigns
- Help record social media and other marketing analytics
- Help execute materials for marketing campaigns
- Copyedit marketing materials
- Research marketing trends
- Assist Development Department with special events
- Attend Marketing Meetings
- Other duties as assigned

Desired Qualifications:

- Interest in fundraising for the nonprofit sector.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office Suite, specifically Excel.
- Proficiency in Canva or other graphics creating software
- Knowledge of Adobe Creative Suite a plus
- Knowledge of Google Ads a plus
- Willingness to work independently and take initiative on projects.
- Must be comfortable working in a busy office environment.
- Excellent interpersonal and communication skills.
- Ability to contribute and thrive in a collaborative work environment.

Desired Qualifications:

Interested candidates should send a copy of their resume to admin@eistulsa.org.