

Duke Catholic Center
Federal College Work-Study and Duke Work-Study Program

JOB DESCRIPTION
Marketing and Communication Intern

POSITION SUMMARY:

The Marketing and Communication Intern will work directly with the Duke Catholic Center's Director of Communication. The intern will assist with writing and editing for written and digital communications, advertising and marketing, and maintaining our website and mobile app.

RESPONSIBILITIES:

- Perform research to find articles, stories, resources, videos, or other content that is relevant to our community.
- Write and edit copy for print and electronic publications, advertising needs, and weekly student communication.
- Create graphics for print ads, flyers, DCC website and mobile app; provide design solutions in support of various DCC campaigns or initiatives.
- Reach out to students and Duke faculty to solicit personal stories of faith experiences and faith in action.
- Collaborate with Social Media Intern on projects as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Strong written and verbal communication skills. Professional writing experience a plus.
- Experience with photo-editing and graphic design. Experience with Photoshop and Illustrator a plus.
- Detail-oriented and organized.

BENEFITS:

- Build your portfolio of work and establish employment reference from a highly successful organization.
- Contribute meaningfully to an organization that has become a leading innovator in Catholic campus ministry.
- Flexible scheduling.

PAYMENT:

- \$15.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23, 2022 to April 30, 2023
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be at the Duke Catholic Center's offices in the Page Building or the Falcone Arena House. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.