



ANAD Marketing Intern Position Description

Deadline to apply: August 13

How to apply: email a cover letter and resume to hello@anad.org

Reports to: Communications Coordinator

Status: Hourly; number of hours are negotiable (unpaid)

Location: Remote

Expected Hours: TBD

Travel Requirements: None

Job Description:

The Marketing Intern will support ANAD's marketing & communications team. The intern will gain valuable, hands-on experience at a national nonprofit and be part of a vibrant team working to expand ANAD's visibility, raise funding, secure new volunteers and reach diverse audiences.

Key responsibilities will include:

- Coordinate & publish the timely posting of social media content
- Assist in the generation of social media engagement
- Assist with updating the ANAD blog, treatment directory & in the news page
- Schedule, update mailing lists, and send out ANAD's monthly newsletter
- Assist with renewal process for paid professional affiliates
- Participate in team meetings and brainstorming sessions
- Conduct relevant industry research
- Other related duties as needed

Qualifications:

- Must be 18 years of age or older and live in the United States
- A belief in [ANAD's core values](#)
- Must have exceptional writing and organizational skills
- Must be a self-starter and ready to learn
- Must be able to work remotely and have a stable internet connection
- Proficient in Microsoft Office and/or Google Suite equivalent
- Experience with Wordpress is a plus, but not required
- Experience with Google Analytics is a plus, but not required
- Experience with Salesforce and Constant Contact is a plus, but not required
- Experience with graphic design is a plus, but not required

Academic Credit:

ANAD encourages interns to seek academic credit for the internship. It will be the intern's responsibility to make arrangements, and ANAD will provide proof of work and any other documentation needed.

