

CANOPY CENTER

Volunteer Position Description



Program	Admin		
Position Title	Communications Intern		
Reports to	Sarah Berndt	Title	Development Director

Type of Position	Location	Time Commitment
<input checked="" type="checkbox"/> Intern <input type="checkbox"/> Volunteer	On-site at the Canopy Center offices. 2445 Darwin Rd., Ste. 15, Madison, WI	Approximately 10 hours per week, with flexibility to meet the needs of the internship. Scheduling is flexible during business hours, Monday-Thursday. Some remote work is possible. Spring semester commitment. Preferred: availability for annual fundraiser gala event in May.

AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.

Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

The Communications Intern will assist with increasing visibility of and interaction with Canopy Center and its work. With the Communications & Event Planning Assistant, they will develop content for the agency's social media outlets and assist with fundraising efforts, event publicity, and community outreach. This includes taking and editing photos and video, creating graphics and assisting with tasks related to fundraising and outreach events. They will also assist in generating new ideas for content and will have input on future marketing initiatives for the agency and its programs.

DUTIES

- Design and create digital materials for general and event-specific agency marketing, program marketing, and fundraising campaigns at Canopy Center, for social media
- Collaborate with the development team on the marketing plan
- Monitor social media for trends that Canopy Center could capitalize on, on social media
- Other tasks as assigned

QUALIFICATIONS

- Must have completed coursework with an emphasis in design or communications
- Must be proficient in basic graphic design programs such as Canva
- Ability to analyze current and successful uses of Facebook, Instagram, LinkedIn, blogs, etc.
- Strong organizational skills
- Ability to work independently, with little supervision
- Ability to get to and from office via personal or public transportation (bus) when needed. Some work can be done remotely.

TO APPLY

To apply, please fill out the volunteer application available on the Canopy Center website. To be considered for the Communications Intern position, applicants must **also** submit a portfolio containing 3 examples of the applicant's work in graphic design with their application. Portfolios should be emailed to volunteercoordinator@canopycenter.org. Make sure identifying information is included so the portfolio can be connected to the online volunteer application.