COMMUNICATIONS INTERN
JOB DESCRIPTION version 5.2.2023

ABOUT NMF

The Northwest Minnesota Foundation is one of the six Minnesota Initiative Foundations established by the McKnight Foundation in 1986. As a force and resource for Northwest Minnesota, we champion ideas that stabilize and strengthen our communities. From grants, loans, and scholarships to business consulting and local giving, we guide and support donors and recipients alike.

Since our founding, NMF has invested millions to help make Northwest Minnesota a better place to live and work.

JOB OVERVIEW

NMF seeks a college or university student with a developing skillset in Communications and/or Marketing. This position will report to and assist the Communications Director in NMF Communications needs, including but not limited to: press releases, impact stories, social media, electronic newsletters, and website management. Graphic design experience is preferred.

DUTIES MAY INCLUDE

Specific duties will include the following, though training would be provided as needed.

- Press release drafting/distribution
- Developing and writing impact stories
- Creating and editing short videos for social media
- Creating blog posts
- Compiling and sending e-blasts
- Graphic design work in Canva: social media graphics, flyers, etc.
- Website review/updates as needed
- Social media posting/scheduling
- SBDC newsletter, social media, and other duties as needed
- Other duties as assigned

JOB LOCATION, EQUIPMENT

This position will be headquartered in the office of the Northwest Minnesota Foundation in downtown Bemidji, 201 Third St. NW. However, outside of scheduled meetings, the intern may be able to work remotely for the duration of the internship.

All needed equipment and software will be provided to the Communications Intern during the timeframe of their employment.

EMPLOYMENT DETAILS

The Communications Intern is expected to work 20 hours a week from June through August. Schedules may be flexible to work around other commitments and activities.

This is a paid internship, at a rate of $14 an hour.