



Local First is a nonprofit organization located in Grand Rapids. Local First leads the development of an economy grounded in local ownership that meets the basic needs of people, builds local wealth and social capital, functions in harmony with our ecosystem, and encourages joyful community.

### Internship Opening

Title: Marketing and Writing Intern

Reports to: Marketing Manager

Hours: Part-time (10-15 hours per week), Occasional evenings or weekends

Starting Pay: Unpaid

Position Summary: Local First is seeking a creative, diligent, and hard-working individual to assist in the marketing the organization's events, programming, and overall message. The Marketing and Writing Intern will have the opportunity to practice project and deadline management skills and gain insight into nonprofit marketing and public relation strategy.

### Position Responsibilities:

- Create written content for online and print materials
- Collect visual content for events and programming promotion
- Assist the Marketing Manager with light administrative tasks
- Other relevant activities as they arise

### Essential Requirements:

- Strong written and verbal communication skills
- Willingness to meet new people, make phone calls, and have face-to-face contact
- Proficiency in Facebook, Twitter, and Microsoft Office Programs
- Reliable transportation
- Ability to establishing priorities and work independently on assigned tasks
- Can passionately represent the values and goals of Local First

Please submit resume and cover letter to:

Email: [info@localfirst.com](mailto:info@localfirst.com)

Subject: Marketing and Writing Intern

Mail: Local First

Attn: Marketing Manager

345 Fuller Ave. NE

Grand Rapids, MI 49503