



## Marketing/Special Events Intern

McCoy Adult Day Care is looking to hire **Marketing/Special Events Intern!** The Marketing Intern will work collaboratively with the Executive Director and Program Director to increase awareness of adult day care services. The Marketing Intern will have the opportunity to learn about events management and non-profit marketing strategies. The ideal candidate would have experience with public speaking, excellent writing skills, and a passion for helping others.

McCoy Adult Day Care's mission is "To demonstrate God's love by providing day care services for frail and fragile adults." McCoy Adult Day Care provides supervision and therapeutic activities to enhance its clients mentally, physically, spiritually and emotionally.

### **A Snapshot of Responsibilities Include:**

- Assist with planning McCoy Adult Day Care's annual fundraiser ***Rock-A-Thon***
- Assist and develop marketing materials
- Assist and manage social media platforms
- Speak with potential donors
- Work with event staff to develop logistics needs
- Work to secure in-kind donations such as refreshments, vendors and prize giveaways
- Assist with annual mailing

### **Minimum Qualifications**

- Some college experience
- The ideal candidate will have experience or coursework in communications, public relations, or computer design
- Proficient in Microsoft office suite
- Experience navigating a social media platform such as facebook, etc.

**To apply please email resume and a brief statement of interest to: [lauren@mccoyadc.com](mailto:lauren@mccoyadc.com)**