



Marketing and Programs Intern Description

Position Title: Marketing Intern
Supervisor: Grace Fong, Marketing & Programs Director
Department: Marketing and Programs

Position Description:

- Research potentially new markets for programs
- Attend presentations, interfaith panels and other key events to learn about world religions and write articles and/or take photos
- Assist with speaker training workshops, meetings and other events
- Conduct research and analysis, by tabulating results from evaluation forms and creating reports summarizing key findings
- Participate in the development of new marketing materials
- Help with testing and using new technology such as webinars and webcasting
- Moderate speaker blogs, highlighting any trends and common issues

Qualifications

- A commitment to ING's vision and mission
- Completing coursework towards a bachelor's degree at an accredited college or university
- Excellent organizational, writing, and interpersonal communications skills.
- Strong attention to detail
- Proficiency in Microsoft Office and internet research skills

Benefits

- Learning new skills and opportunity to earn college credits
- Networking with professionals in the offices and at social events
- Career mentoring with Maha ElGenaidi, founder and CEO of ING
- References for future career opportunities

To apply

Send cover letter and resume to Ali Rangwala, Operation Director, at ali@ing.org. Please include your name and the internship position you are applying for in the subject of your email.

Work location: San Jose, California