



TITLE: Marketing Intern

REPORTS TO: Director of Marketing & Communications

STATUS: Part time, temporary 15-20 per week July 1, 2025 through August 29, 2025

PAY: \$18/hour.

The Minneapolis Jewish Federation has a unique opportunity for an individual to join an efficient and productive marketing team that helps shape the Jewish community in Minneapolis and abroad.

#### Position Requirements

We are looking for someone who:

- Has familiarity with social media platforms and tools.
- Wants to learn/understand email clients (MailChimp)
- Wants to get an understanding of design through Adobe and Canva
- Has written communication skills are important to help shape messaging that comes out of marketing
- Wants to get an “under the hood” look at analytics that drive our decisions with our messaging and design
- Has strong communication and interpersonal skills.
- Is able to work independently and as part of a team.
- Has proficiency in Microsoft Office Suite or similar software.
- Has a basic understanding of marketing principles and best practices.
- Has some background with WordPress and/or Squarespace is preferred but not necessary

SCHEDULE: Works in office in St. Louis Park three days per week (Tuesday, Wednesday, and Thursday) 15-20 hours per week, hour approximately 10:30am to 4:00pm

#### Key Areas of Responsibility

- Performing clerical and administrative duties, such as organizing materials and managing databases
- Assisting with the planning and execution of marketing events – Relating to marketing needs
- Helping with the planning, execution, and evaluation of marketing campaigns.