JOB DESCRIPTION

JOB TITLE: Marketing and Communications Intern
CLASSIFICATION: Temporary Part-time Internship Stipend
REPORTS TO: Marketing and Communications Manager
SEMESTER: Winter/Spring 2027

MISSION
VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

ABOUT VINE:
VINE Faith in Action was established in 1995 as a 501(c)3 organization to recruit, train and manage volunteers who serve aging adults and their family caregivers, with a special emphasis on working with community members who seek to age to the max - caring for themselves and others, regardless of their years or means. VINE provides older adults with wraparound services: chore, transportation, peer mentoring and friendly visits, meals on wheels, and caregiver support services.

The VINE Home Thrift Store sells household necessities and wonderful treasures for an affordable price. The store is run by staff and volunteers. Everything has been generously donated, and all proceeds go towards funding the services VINE provides to older adults in the community.

The VINE Adult Community Center is a one-stop shop for aging adults to improve physical health, socialize with peers, and access needed services. The building features a walking track, a fully equipped fitness center, a warm-water exercise pool and game room. There is a variety of fun and interesting activities to appeal to adults of all ages including exercise classes, speaker series, and social groups.

POSITION SUMMARY
The Marketing and Communications Intern will assist VINE's Marketing and Communications Manager with promoting VINE, our services, the VINE Home Thrift Store, and the VINE Adult Community Center.

ESSENTIAL FUNCTIONS
1. Writing and editing content for website, newsletters, social media, and media releases.
2. Assist with event planning and promotions.
3. Design digital and print marketing materials.
4. Assist with fundraising efforts.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES
- Display a professional, caring attitude toward members, customers, care receivers, staff, and volunteers by phone, electronic correspondence, and in person.
- Possess strong organizational skills and attention to detail.
- Be a team player and be willing to adapt to the needs of the VINE organization.
- Demonstrate effective interpersonal, phone, conflict resolution, and communication skills.
- Solve problems, work independently, and be creative under pressure.
- Take and edit photos and videos for promotion.
- Able to pass a criminal background check.

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EDUCATION AND EXPERIENCE
Pursuing a degree involving marketing and/or communications.

POSITION TYPE
Approximately 10-20 hours per week. Office hours are Monday through Friday, 8:00 am to 5:00 pm. Occasional evening or weekend hours may be required. This is a stipend internship that pays $500 for 200 hours over the course of the semester.

WORK ENVIRONMENT
This position is located in the VINE Adult Community Center.

TRAVEL
This position does not require travel other than between the VINE Adult Community Center and the VINE Home Thrift Store.

EQUAL OPPORTUNITY EMPLOYMENT
VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.