



Pop-Up Birthday Program & Marketing Intern Job Description

Position Title: Program & Marketing Intern
Reports to: Executive Director & Program Director
Position Status: Intern
Time Commitment: 10+ hours per week; Paid internship

Position Overview & Basic Function:

Gain excellent career and resume-building experience and be part of a wonderful cause that helps celebrate hundreds of foster children in Austin and Central Texas. This is a unique opportunity for a very hands-on internship experience with a small nonprofit. Intern will work closely with the Executive Director and Program Director. Basic functions will include planning, and assembly of birthday boxes, box delivery, volunteer coordination, assisting with events, marketing, social media posts and clerical duties (entering data, mailing thank you letters, answering email/phone, etc.)

Primary Responsibilities:

- Program – assist Executive Director and Program Director with weekly program responsibilities which includes processing requests, shopping, assembly and delivery of birthday boxes, maintaining up-to-date log of requests, receipts, volunteers, donor information and thank you notes.
- Development –assist Executive Director with research of potential partnerships, grants, and ideas for event fundraisers. In addition intern will assist with gift acknowledgment.
- Event Planning –assist Executive Director with the planning of fundraisers, volunteer events, board meetings and other events that may take place throughout the year.
- Marketing – assist with social media posts, website updates, collateral materials and online communications.

Required Knowledge & Skills:

- Detail-oriented and ability to multi-task on various projects
- Strong interpersonal, verbal and written communications skills
- Ability to work independently while being a good team player
- Effective time management, able to meet deadlines and reliable
- Must be proficient in Microsoft Office (Excel, PowerPoint and Word)
- Proficiency in Adobe Illustrator, InDesign, or Photoshop a plus
- Interested in the non-profit sector/children in foster care

Other:

- Must be able to work Tuesday/Thursday (4-5 hours/day)
- Must have reliable transportation
- Must be 18 years or older and currently enrolled or a graduate of a college or university

To Apply: Please submit a cover letter and resume to laila@popupbirthday.org and indicate “Intern Cover Letter & Resume” on the subject line.

The mission of Pop-Up Birthday is to provide personalized birthday celebrations to children in foster care, creating a moment of connection between the child and a loving adult. We believe that something as simple as a birthday party has the power to provide normalcy, joy and hope in a foster child's life.