**Marketing and Social Media**

The Marketing and Social Media intern will plan and develop multi-channel marketing initiatives inclusive of email, social media, and the official website. The goal is to increase engagement through campaigns and create opportunities affiliated with the NABI Foundation. The Marketing and Social Media Intern will report to the Director of Basketball Operations.

Assist in the development and maintenance of the foundation website to ensure accurate information is updated. Responsible for managing and overseeing all NABI Foundation social media (Facebook, Instagram, and Twitter) strategies and engagement. Develop email content for Constant Contact to keep all followers up to date with new developments. Work with NABI staff to create campaign-specific goals, specifically with the graphic designer for all media and signage.

Additional duties are to assist the Director of Basketball Operations on any tasks given. Some duties include filing, creating inventory, calling participants, data entry, and any other related tasks.

Must be available to work May 1 – July 31, 2022.

Part-time (20-30 hours/week). No more than 30 hours/week (May 1 – July 15).

Intern must agree to be available full-time (plus overtime) and perform specific job duties directed by the Director of Basketball Operations during NABI week, July 16-23, 2022.

Education

One year completed with a college or university

Skills & Qualifications

Knowledge with Google product applications, social media platforms, website, and graphics. Strong oral and written communication skills. Able to manage multiple projects while also being highly detail-oriented with attention to quality.

\*NABI Alumni and Native American preference, but not required.

**Graphic Designer**

The graphic designer will prepare, and design high-quality graphics based on the organization’s specifications. Designs include signage (banners, chloroplast boards, etc.), flyers, social media content, website updates, and other content related to the NABI Educational Youth Summit and Basketball Invitational. Graphic designer will report to the Director of Basketball Operations.

Work with NABI staff and webmaster to produce content. Create and place logos accordingly with other branding materials. Make design choices (fonts, colors, etc.) for all content the organization will use. Responsible for creating all content by a specific deadline.

Additional duties are to assist the Director of Basketball Operations on any tasks given. Some duties include filing, creating inventory, calling participants, data entry, and any other related tasks.

Must be available to work May 1 – July 31, 2022.

Part-time (20-30 hours/week). No more than 30 hours/week (May 1 – July 15).

Intern must agree to be available full-time (plus overtime) and perform specific job duties directed by the Director of Basketball Operations during NABI week, July 16-23, 2022.

Education

One year completed with a college or university

Skills & Qualifications

Experience using computer-aided design software, including photoshop, Illustrator, etc. Knowledge using Google product applications. Strong attention to detail. Ability to manage projects and tasks efficiently. Ability to handle multiple projects and details simultaneously. Strong oral and written communication skills.

\*NABI Alumni and Native American preference, but not required.

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