



Marketing, Communications, or Business Intern For Dynamic Non-Profit Promoting Higher Education

Title:	Marketing & Events Intern
Department:	Outreach / Marketing
Minimum Starting Salary:	\$10.00/hour
Grade:	Part-time, non-exempt, no benefits
Hours:	Flexible – 15-25 hours/week (8am-5pm M-F)
Location:	Journal Center – 7400 Tiburon NE, 87109

Learn valuable skills and build a portfolio while promoting higher education.

We're hiring a marketing and events intern to assist with marketing, advertising, outreach, events coordination, analytics, analysis/reporting, data-driven strategy, content marketing, and social media.

You:

Are motivated to help students and their families understand the financial aid process to attain higher education and successfully manage student loans. You have excellent research, verbal and written communication skills and are familiar with content marketing and social media. You want a paid internship with a non-profit that offers flexible hours as you pursue your degree and get credit for the internship.

Us:

The [New Mexico Educational Assistance Foundation](http://www.nmeaf.org) is a respected non-profit organization helping New Mexico's families plan, prepare, and pay for higher education since 1981. The marketing and outreach team is composed of seasoned professionals. Our secure office is located in the beautiful Journal Center area. People like working here; the average tenure of our 90+ employees is 10 years.

Your Interests:

- Data driven marketing strategy
- Events production and coordination
- Data analysis and reporting
- Email marketing
- Social media & content marketing
- Website content management
- Experience design (UX)

Skills Needed:

- Microsoft Office (Word, Excel, Powerpoint)
- Social Media Platforms (Facebook, Twitter, Instagram, YouTube)
- Website Content Management Systems (WordPress, Drupal)
- Google Analytics
- Email Marketing
- Research and Analytical Thinking

Apply Today:

Send us your cover letter and resume by email to: employment@nmstudentloans.org

All positions require a pre-employment credit check, criminal background check, and drug screening test.

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment including ability to sit, stand, walk, kneel, and crouch, stoop, squat, twist, and lift 25 lbs.