



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

POSITION TITLE

DIGITAL MEDIA INTERN

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 3,000 club members each year at multiple club locations.

ABOUT THE CREATIVE DEPARTMENT

The Boys & Girls Club Creative Department creates a wide variety of marketing and programmatic content for the organization.

POSITION SUMMARY

Under the supervision of the Creative Department team, the Digital Media Intern will assist the Creative Department in a variety of digital projects. Depending on experience and interested areas for growth, projects may include:

- Video production
- Photography
- Social media posting & strategy
- Marketing & branding
- Creative writing
- Interviewing & storytelling
- Website design
- Graphic design

This is a five to seven-week summer internship, and we are planning to bring on multiple Digital Media Interns to cover a wide-range of projects. Interns will have 16 work hours each week of training and projects to assist with. Starting and ending dates can be flexible.

INTERNSHIP LENGTH

5 – 7 weeks during summer (starting and ending dates can be flexible)

INTERNSHIP HOURS

Tuesdays &
Wednesdays 9 am – 5
pm (16 hours/week)

COMPENSATION

\$400 Stipend (in total for the summer)

STATUS

Intern

QUALIFICATIONS

- High school students who are finishing their sophomore, junior, or senior year.
- Planning to pursue a career and / or a college degree in a Digital Media related field.
- Ability to work quickly and efficiently, and meet tight deadlines.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to work on multiple projects and develop solutions to problems.
- Ability to adapt as projects change.
- Excellent communication skills.
- Knowledge of Adobe Creative Suite a plus.
- Be able to lift 40lbs.

APPLICATION PROCESS

Please submit a letter of interest to josh.peterson@greatclubs.org. Positions will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

GREAT FUTURES START HERE.