Marketing & Administrative Support Intern

Leadership Spokane | Marketing & Communications

Leadership Spokane is seeking an intern to provide administrative and marketing support across its programs. You'll help develop email marketing campaigns, create promotional materials, and support newsletters, social media, and digital communications, while keeping accurate records and handling confidential information with care. The role also supports marketing, promotion, and coordination of special projects and events involving donors and alumni associations, and helps manage online portals and digital content in collaboration with the team.

What You'll Do

- Develop email marketing campaigns and create promotional materials.
- Assist with newsletters, social media content, and digital communications.
- Maintain accurate records and prepare documents and reports.
- Safeguard confidential information.
- Support marketing, promotion, and coordination of special projects and events involving donors and alumni associations.
- Help manage online portals and digital content.
- Collaborate with team members to meet project goals and deadlines.

Who's a Good Fit

- Interest in building skills in marketing, communication, project coordination, and time management.
- Proficiency in Microsoft Office and web-based applications.
- Able to manage multiple tasks at once.
- Willing to work independently while contributing to a team.
- Professional conduct, reliable attendance, and appropriate workplace attire.