



Intern Job Description: Marketing and Communications Intern

Total K.O. Boxing Club is a nonprofit organization based in Fort Worth dedicated to increase health, enhance social skills, and promote exemplary citizenship of low-income and underprivileged girls. By providing a safe, clean, and positive training environment, individuals within our proposed programs will; increase self-esteem, build character, and wellness through educational programs, including **Non-Contact Boxing**.

Position: Marketing and Communications Intern

Description: Total K.O. seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working to empower young girls ages (8-18) in the Fort Worth community.

Responsibilities:

- Update and maintain TKO's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly electronic Newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, electronic invitations and other marketing material for major events hosted by TKO
- Update the TKO website when needed
- Organize and attend monthly marketing committee meeting including preparing agenda and taking minutes
- Reach out to the community organizations, general public and donors with the message about Total K.O.'s mission to end poverty housing.
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Plan and facilitate Marketing Committee meetings including distributing agenda and taking minutes

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (i.e. Marketing, Communications, Strategic Communications or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign, Illustrator and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Total K.O. and the families we serve

Start Date: Position(s) open until filled, requires 3 – 6 month commitment.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

Compensation: This is an **Unpaid**/Volunteer internship. As a benefit to our intern(s) however, interns will be allowed to take full advantage of all Total K.O. Boxing Club amenities.

To Apply: Please send cover letter and resume to g.george@tkoboxingclub.org