

Drew Lewis Foundation  
Springfield Way Internship Description  
Summer 2024

### **Marketing/Social Media Support**

We are looking for a compassionate and driven individual who is excited to work with a wide array of different people. The Marketing/Social Media intern will learn the foundations of social media marketing and content creation for a nonprofit within the Springfield area. They will be responsible for curating content and filming/photographing events and programming at The Fairbanks. The intern will also assist in editing films, photos, podcast episodes, script writing, and other tasks as needed.

This individual must be:

- Willing to be flexible with assignments and work hours
- Willing to work with others
- Able to function well in a high-paced environment
- Proficient with TikTok, Instagram, Facebook, YouTube, X (Twitter), Canva
- Working knowledge of Adobe platforms is beneficial
- Able to meet deadlines
- Proficient writing skills
- High attention to detail

The Drew Lewis Foundation hours are Monday through Friday, 9 AM – 5 PM. On Thursdays, the foundation stays open until 7:30 as Thursday nights are when programs are held. There is a community dinner that happens right before programs. The intern must be able to work until 7:30 pm a minimum of two Thursdays a month.

If you would like to learn more about the Drew Lewis Foundation, please visit, <https://drewlewis.org/>.

If you have any questions or concerns, please email, [info@drewlewis.org](mailto:info@drewlewis.org).