



Job Description

Position Title: Intern-Communications

FLSA Status: Hourly, Non-Exempt

Department: Communications/Fund Dev.

Pay Grade: 1

Reports To:

Location: Marquette

Northern Initiatives' Mission

Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides access to capital, information and markets to advance and connect small businesses and their communities. Northern Initiatives supports entrepreneurs, businesses, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan and Northeastern Wisconsin.

Position Summary

The Communications and Fund Development Intern will provide direct support of all forms of communication under the direction of the Communications and Content Coordinator, as well as the Fund Development Coordinator. Mentoring and resources are available at Northern Initiatives so the intern develops technical skills as well as contributing to project work in the department.

Essential Duties and Responsibilities

- Support all of NI's social media channels by scheduling posts as well as posting regarding NI, its customers, and its technical assistance website, Initiate.
- Gain understanding of NI's stakeholders and assist in developing strategies to effectively reach each group.
- Collect data regarding efficacy of outreach via all means of communication, assist in compiling the data into reports for management.
- Work independently on assigned projects.
- Other duties as determined by the Communications Coordinator and Fund Development Coordinator.



Education Requirements

Degree/Diploma Obtained	Program of Study
Working toward a degree at NMU	Business, Marketing, Communications

Experience Requirements

Years of Experience	Type of Experience
None	Volunteer or work experience as a writer or social media leader for a business, civic, academic or similar group would be helpful.

Contacts

Contact with Northern Initiatives' staff, specifically administration and communication, to fulfill assignments within Northern Initiatives; must maintain good working relationships within the organization, as well as with customers, funders and other stakeholders

Skills and Abilities

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Attention to Detail - Job requires the ability to manage multiple projects being careful about detail and thorough in completing work tasks.

Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Effective Communication - Ability to communicate with others using the English language, both verbally and in writing, in order to convey information effectively.

Initiative - Job requires a willingness to take on responsibilities and challenges.

Integrity - Job requires being honest and ethical, maintaining confidential information.

Processing Information - Observing, receiving, and obtaining information from all relevant sources and compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Supervision

This position has no supervision responsibilities.