Marketing & Communications Department

Summer Internship Opportunity

Position Overview

The Erie Community Foundation is seeking a motivated and detail-oriented Summer Intern to support the Marketing & Communications team. This is a hands-on opportunity for a rising senior in college interested in event planning, public relations, and community engagement.

The intern will work closely with the MarComm team to support day-to-day communications efforts while gaining real-world experience in nonprofit storytelling, media outreach, and event execution. This role offers meaningful exposure to how strategic communications drive community impact.

Key Responsibilities

- Assist with execution of the Foundation's events, including the Annual Celebration and Erie Gives Day
- Provide on-site support at events, including guest guidance, registration assistance, and general hospitality
- Serve as a friendly and knowledgeable point of contact at tabling events, press conferences, and community activations
- Support media outreach efforts, including organizing press materials and assisting with coordination of media opportunities
- Assist with Erie Gives day-of activities, including setup and breakdown of community activations and supporting on-the-ground logistics
- Help direct guests, donors, and nonprofit partners to appropriate staff members based on their needs
- Contribute to general communications and marketing projects as assigned, supporting both strategic initiatives and daily operations

What You'll Gain

- Direct experience supporting large-scale community events and a regional day of giving
- Exposure to media relations and nonprofit communications strategy
- Opportunity to develop professional communication and interpersonal skills in a public-facing role
- Insight into how philanthropy and storytelling intersect to create community impact

Ideal Candidate

- Rising senior in college
- Interest in marketing, communications, public relations, event planning, or nonprofit work
- Strong interpersonal and communication skills with a professional, welcoming presence
- Highly organized with strong attention to detail
- Ability to take initiative while also working collaboratively as part of a team
- Comfortable interacting with a variety of audiences in dynamic, fast-paced environments
- Flexible and willing to assist where needed to support team goals

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Supervision & Guidance

The intern will work closely with the Marketing & Communications team and will receive direction from senior staff. Daily tasks and priorities will be coordinated to align with ongoing projects and upcoming events.

Compensation & Academic Credit

This is a paid internship position with an hourly rate of **$15 per hour** beginning June 1st and ending August 11th. Interns are expected to work up to **30 hours per week**, with scheduling flexibility based on academic commitments and organizational needs.

Interns may have the opportunity to earn up to 4 college credits, depending on their academic program requirements. The Foundation is happy to coordinate with your college or university to complete any necessary documentation or evaluations.

How to Apply

Required Submission Materials

If you're interested in joining our team, we'd love to learn more about you. Please submit the following materials:

- A current resume
- An unofficial academic transcript that shows coursework in marketing, public relations, media, writing, advertising, or related areas
- Two writing samples that highlight your communication style and abilities (this could include class assignments, press releases, social media content, research papers, or other relevant work)
- An optional cover letter sharing your interest in the role and anything else you'd like us to know

Please submit your materials via **email** to **CMonroe@ErieCommunityFoundation.org**. Please submit all application materials by **May 20th, 2026**.