

Job Title: Marketing, Communications & Events Intern

Organization: Family Pathways

Location: Hybrid with in-person meetings at Family Pathways Administrative Office (North Branch)

Duration: May – October (Event Season)

Compensation: Unpaid; eligible for volunteer hours and/or academic credit upon request

About Family Pathways

Family Pathways is a nonprofit organization that has been serving communities since 1978, working alongside individuals and families to enhance lives through a continuum of essential services and to champion positive social change.

Key services include food access through local food shelves, domestic and sexual violence advocacy and shelter, aging services and caregiver support, youth programming, supervised visitation (Parenting Time), and community-based thrift stores that reinvest in local programs. ([Family Pathways](#))

About the Role

Family Pathways is seeking a creative and motivated Marketing, Communications & Events Intern to support our Advancement team during our busy event season. This role is ideal for a student or emerging professional interested in nonprofit marketing, communications, and event planning. The intern will gain hands-on experience contributing to meaningful programs that serve our community.

Key Responsibilities

Marketing & Communications Support

- Assist Advancement Team in creating engaging content to promote Family Pathways programs and services across social media, print/digital advertising and email marketing.
- Draft social media posts; contribute ideas to enhance online presence
- Support storytelling efforts, including highlighting program impact and community engagement

- Create marketing collateral for programs as needed

Event Planning & Preparation

- Assist with logistics and preparation for upcoming events
- Help coordinate materials, communications, and outreach leading up to events
- Support outreach efforts for silent auction donations, including contacting local businesses and tracking contributions

Fundraising Event Support

- Participate in planning and execution of two key fundraising events:
 - *Annual Bash* (May 14): Family Pathways' primary fundraising dinner supporting all programs
 - *Awareness & Empowerment Dinner* (October 1): Focused on supporting the Domestic Violence program
 - Attend both events and assist with on-site coordination, setup, guest support, and breakdown
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Schedule & Commitment

- Flexible, primarily remote work
 - Weekly virtual check-ins with Communications & Development Manager
 - Attend in-person check-ins 1–2 times per month at the North Branch Administrative Office
 - Required attendance at both major events (May 14 and October 1)
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Qualifications

- Interest in marketing, communications, nonprofit work, or event planning
- Strong written communication skills and creativity
- Organized, detail-oriented, and able to manage multiple tasks
- Comfortable working independently in a remote environment

- Enthusiastic about community impact and Family Pathways' mission
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Requirements

- Must complete a Family Pathways volunteer application
 - Must pass a background check prior to start
 - Must have access to own computer and Internet
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Benefits

- Hands-on experience in nonprofit marketing and event coordination
 - Opportunity to build a professional portfolio
 - Networking opportunities within the nonprofit and local business community
 - Eligible for volunteer hours and/or academic credit (if applicable)
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How to Apply

Please submit your resume and a brief statement of interest outlining why you are interested in this internship and what you hope to gain from the experience.

Join us in making a meaningful difference in the community while gaining valuable real-world experience!