



DON'T MESS WITH DRUGS FOUNDATION

## Marketing and Communication Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

### **Vision and Mission:**

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

### **Why we exist?**

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

### **Position: Marketing and Communication Intern**

### **Description:**

DMWD Foundation seeks a dynamic self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing and communications while helping to grow a newly formed non for profit community based organization.

### **Responsibilities:**

- Help to update DMWD's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly Newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics and other marketing material for major events hosted by DMWD
- Update the DMWD website when needed
- Attend marketing and communications meetings as required, have an involvement in the agenda and taking of minutes of the meeting
- Reach out to the community organizations and the general public with the message about DMWD mission to help educate young people to prevent the misuse of drugs and minimise avoidable addiction to drugs.
- Collaborate with staff on new ideas, directions and venues for marketing and communications





## Marketing and Communication Intern

### Qualifications:

- Firm grasp of available tools and platforms in the social media space
- An interest or desire to pursue communications and marketing in the future
- Must be computer literate (working knowledge of word processing, Power Point, Excel)
- 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 DMWD and the young people we are trying to help

**Start Date:** TBC

**Hours:** 10 hours per week

**Compensation:** This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

### Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the internship period
- Work is assigned on ability, interest area and relevance to study and course
- Varied levels of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during internship period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required, at the end of the internship
- Potential for some paid work after internship period and when study is completed
- Monday to Friday
- If required for field work during the weekend, non-intern terms may/will apply
- DMWD is an Equal Opportunity Employer

