



## **AOE Marketing Assistant – Intern Position Description**

Angels Of Epilepsy, Inc. is a 501(c)(3) nonprofit charity and advocacy that supports, advocates, and provides educational information and resources within the epilepsy community. We now offer an exciting opportunity for current college students and recent college graduates. The AOE Internship Program is geared toward providing real-world work experience.

### **Marketing Assistant Responsibilities:**

- Responsible for assisting with AOE marketing efforts in relation to upcoming and future events.
- Help raise awareness of Angels of Epilepsy, Inc. within the community and at events.
- responsible for creating marketing collateral and managing AOE social media and content creation.
- Must write a weekly article on epilepsy, the epilepsy community, and others of similar importance.
- Responsible for assisting with Angels of Epilepsy community events, workshops, seminars, etc.

### **Marketing Assistant Requirements:**

- A love for marketing
- Excellent organizational and communication skills
- Team Player
- Ability to collaborate and execute planned calendar activities
- Excellent interpersonal skills
- Good at analyzing data and statistics
- Writing Skills
- Familiarity with social media algorithms
- Familiarity with Canva
- Familiarity with simple video creation

### **Availability:**

- Must be available on Monday, Wednesday, and Friday
  - Virtually via Zoom from 9am - 1pm.
- Must be available for potential weekday events.
- Must be available on weekends for events.