

## Membership & Marketing Intern – Summer 2026

### El Rancho de Las Golondrinas

#### SUMMARY

Intern will assist with all member relations and marketing endeavors to promote our 2026 season, including helping with ad copy, social media creation, event planning, editing and writing ad copy and newsletter content and more.

Membership and Marketing Intern will leave Las Golondrinas with a better understanding of nonprofit/arts management work; they will learn how to promote programs and design compelling messaging for the public.

#### KEY RESPONSIBILITIES

##### Membership

- Create Member Welcome Packets
- Assist with member tables at festivals and other community events

##### Marketing

- Create social media posts, reels, photos for eblasts and other collateral
- Assist Marketing Manager with ad copy, editing and writing content

##### Development

- Assist Director of Advancement in event planning, including creating guest lists, copy for invitations, setup and troubleshooting during special events.
- Assist in filing and organization of Development Office materials

*Other duties as assigned.*

#### QUALIFICATIONS

- No experience required, early career or students encouraged to apply
- Good writing skills
- Experience with social media (creating reels, posts etc.)
- Desire to learn and take on new responsibilities

## **SCHEDULE & COMPENSATION**

- Seasonal internship: late May through mid-August 2026.
- Approximately 20–32 hours per week; weekends and event days required.
- Stipend or hourly wage to be determined.