

Marketing & Communications Intern Momentous

Reports to: Director of Marketing & Communications (Momentous)

Employment Status: Full-Time, Non-Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. . Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

Role:

The Marketing Intern is responsible for supporting the Marketing and Communications team on all activities relating to Momentous Institute and THE CJ CUP Byron Nelson.

Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Assist with marketing responsibilities, activities, and events as needed.
- Support Marketing Coordinator with Momentous Projects
- Support Project Coordinator with sourcing and delivery of products
- Support preparation of materials (presentations)
- Support marketing and communication efforts onsite, pre- and during all events, including THE CJ CUP Byron Nelson
- Support the Digital Manager with email development, social content capture, and creation across all social media channels.
- Perform additional responsibilities as required.

Qualifications:

This position requires the following personal and professional qualities/capabilities:

- College work in marketing, communications, or relevant field
- Proficient in Microsoft programs
- Experience in Adobe programs is a plus.

- Photography and videography experience is a plus.
- Flexibility to deal with unanticipated projects that have tight turnaround times.
- Willingness to listen to feedback from others and find the best ways to incorporate a diverse and sometimes conflicting input.

Desired personal qualities:

Integrity, energy, enthusiasm, flexibility, ability to receive feedback, takes initiative, and a sense of humor.

Physical Demands:

- Occasionally ascending or descending stairs
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles
- Occasionally assessing the accuracy, neatness and thoroughness of the work assigned

The ideal candidate will exhibit Shared Services' core values:

- Collaboration, Service, Commitment, Respectfulness and Excellence

Interested:

Applications are currently being accepted, and the position will remain open until filled.

Please send letter of interest and resume to:

marketing@salesmanshipclub.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation