

**Title**

Marketing & Communications Intern

Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, Upper House Fellows Program, and STUD|O. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Position

The Marketing & Communications Intern—a part-time position averaging 9-15 hours per week—reports to the Director of Marketing & Communications and assists in four areas of Foundation work: (1) Designing and implementing marketing and communications for the Foundation's brand, (2) Providing excellent customer service and creating a positive guest experience during Foundation programs, (3) Hosting external group gatherings in the Upper House space, and (4) Participating in weekly meetings with interns and supervisor(s), designed for professional and spiritual development.

Responsibilities

1. Designing and Implementing Marketing & Communications

- Document Foundation programs—via photos and quotes.
- Work with Director of Marketing & Communications to extend the Foundation's digital social media presence, specifically for student audiences and other audiences, as requested.
- Assist in communications elements—graphic design, photography, writing, videography, analytics—for one-time projects (i.e., programs, grant applications), as determined by Director of Marketing & Communications.

2. Guest Services

- Assist in preparing the physical space, food, and technology for Foundation programs.
- Be available to direct guests and answer questions during Foundation programs.
- Occasionally, train volunteers in a designated area for an event.
- Engage guests before and after a Foundation program to create an atmosphere in which guests feel seen and welcome.
- Document Foundation programs—via photos and quotes.

3. Hosting External Groups

- Facilitate the setup and reset of the physical space, food, and technology for external group reservations.
- Be available to direct guests and answer questions during external group reservations.
- Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.

4. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Supervisor(s) once per week to build team dynamics, review previous programs, prepare for upcoming programs, and discuss spiritual development reading assignment.
- Meet once per week with Marketing & Communications team for training and planning, to execute on Responsibilities 1-3 listed above.

Qualifications

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity.
- Heart for communicating the gospel to the university community.
- Fluency in a mode of communication (i.e. social media, analytics, video, graphic design, photography, writing, etc.)
- Strong interpersonal skills.
- Strong leadership skills, including maturity, humility, responsibility, and initiative.
- Flexible schedule.