



Marketing & Communications Internship

The Opportunity

At the William G. Pomeroy Foundation, we're more than just a grantmaking organization—we're cancer-fighting warriors, storytellers, community builders, and history champions. Every "For Life" grant we make helps save lives. Every "For History" marker we fund tells a story, honors a legacy, and strengthens the fabric of a community. When you join our team, you're not just taking a job—you're stepping into a mission that changes lives.

The Marketing and Communications Internship provides a learning opportunity to meaningfully contribute to the Pomeroy Foundation's vision, mission, and goals. As an intern, you will assist with website content, photo management, outreach to grant recipients, social media, and other publicity initiatives. Through these responsibilities, you will gain valuable professional experience in communications, marketing, writing, digital content creation, and relationship management. Working closely with the Associate Director, Strategic Marketing, you will receive training, guidance, and communication tools to successfully complete all assigned projects.

Website and Digital Content Management

- Support a variety of website updates in WordPress, including the Foundation's digital marker map, podcasts, events, and news.
- Create and publish individual historical marker webpages, coordinating with internal systems for accurate and timely updates.
- Lead photo outreach to grant recipients, supplemented by external sourcing and managing incoming photo submissions.
- Organize and store all photos and image files in digital archives using consistent naming conventions.
- Upload approved photos to marker webpages and draft clear, informative image descriptions.
- Assist with quality assurance and formatting published content to ensure accuracy and consistent user experience.

Marketing, Communications & Outreach

- Draft and edit communications materials, including letters of commendation for marker dedication ceremonies.

- Assist in developing internal presentation materials to showcase program outcomes, events, and marketing initiatives.
- Contribute to content creation for social media, including drafting posts and collaborating on creative assets.
- Support light graphic design and promotional content, including advertising projects, for marketing campaigns and special events.
- Coordinate with staff, interns, and partners on multi-channel marketing initiatives, including National Historic Marker Weekend.
- Assist with partner engagement and planning by providing support for maintaining internal calendars, records, and CRM-related data.
- Interns may pursue a capstone project based on their specific interests (e.g., web content, social media, or communications).

Benchmarking

As an intern, you will participate in regular check-ins about progress and goals. Through ongoing content work and evaluation, you will contribute to benchmarking efforts that inform marketing and communications, enhance user experience, and help build your professional portfolio.

How to Apply

Submit a PDF of your cover letter and resume to jobs@wgpfoundation.org with the subject line: **“Your Name | Marketing Internship”**

To learn more about the William G. Pomeroy Foundation, visit: wgpfoundation.org.