Mission
To invest in the dreams of families in the world’s underserved communities as we proclaim and live the Gospel.

Method
We share the hope of Christ as we provide biblically based training, saving services, and loans that restore dignity and break the cycle of poverty.

Motivation
The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Marketing Project Management Intern
DESCRIPTION
The marketing project management intern is responsible for helping to execute strategic marketing plans by providing project management support for the marketing department.

LOCATION: Lancaster, PA
LEVEL: Internship
DEPARTMENT: Marketing
REPORTS TO: Marketing Operations Manager
CATEGORY: Domestic
**FULL JOB SUMMARY**

The marketing project management intern will help the marketing team achieve annual goals by executing detailed project plans in collaboration with the digital, graphic, and content teams. This role will liaise with project requestors, the marketing team, and vendors and contractors to ensure efficient and successful completion of projects. Additionally, this role will provide administrative support to the marketing team.

**RESPONSIBILITIES**

Promote and fulfill the mission and vision of HOPE International.

**Project Management**

Learn and effectively utilize Wrike, HOPE’s project management software.

Generate projects and tasks in our project management software, monitor project deadlines, and execute production of collateral with external vendors.

Identify critical delivery dates, monitor project constraints and allocations, and proactively raise concerns to the marketing team as needed.

**Administrative Support**

Help schedule, organize, and maintain notes for marketing team meetings and other meetings as necessary.

Coordinate mailings and shipping for the marketing department including fulfillment for marketing campaigns, online orders, and resources for remote staff.

Assist with maintenance of physical inventory of marketing collateral and supplies.

Support marketing team leadership with various tasks to ensure smooth operations of the marketing department.

Help execute special projects as assigned by marketing leaders. Possible examples include coordinating marketing team retreats or lunches.

**QUALIFICATIONS**

Personal confession of Christian faith and commitment to the mission and vision of HOPE International.

Exceptional project management and organizational skills; including effective time management, prioritization of competing demands and multiple deadlines, and advanced problem-solving skills

Detail oriented

Excellent customer service skills and commitment to joyfully serving others – a servant’s heart
Strong oral and written communicator; able to listen, distill action items, respond in a timely fashion, and clearly articulate concise responses to all stakeholders.

Solid PC-based computer skills are required; Familiarity with Microsoft Office suite is required.

HOW TO APPLY

Apply online at https://www.hopeinternational.org/take-action/interns-fellows. Due to the anticipated volume of candidates, we are unfortunately unable to respond to individual phone calls or inquires.