



ST. LUKE'S
EPISCOPAL SCHOOL
SCHOLARSHIP. CITIZENSHIP. LEADERSHIP.

St. Luke's Episcopal School Marketing Intern

St. Luke's Episcopal School (SLES) is an independent, Episcopal day school that offers a balanced approach to learning in an academic and spiritual environment to approximately 240 students in PK through 8th grade.

We are looking for an energetic and self-motivated marketing intern to join our team. If you're an ambitious individual who wants to build a career in social media and content marketing, then we want to work with you. In particular, if you would like to learn more about the marketing landscape of education and schools, this role will give you exposure to the needs and requirements as a school marketer. Your work in this role will include preparing promotional materials and ads, monitoring social media platforms, and maintenance of our school website. In addition to being an excellent communicator, you should have excellent multitasking and organizational abilities.

We are open to interns who can work 5-20 hours per week. School hours are 7:30 am - 4 pm. Even if you are not available to come to campus consistently, you would still be able to help with planning and implementing various marketing projects and initiatives while away from campus.

Responsibilities:

- Contribute to the creation of marketing mock-ups, email campaigns, and social media content
- Design and present new social media campaign ideas to promote campus activities
- Assist with taking photos on campus as needed
- Assist with managing and providing training to faculty on Vidigami, our photo management software
- Develop and manage paid campaigns as needed to attract families to SLES
- Monitor all social media platforms for trending news, ideas, and feedback. Schedule posts and help develop a social media timeline for the year
- Help with the planning and hosting of Admissions and Development events
- Assist in maintenance of the SLES website
- Create easy-to-understand processes around repeatable tasks
- Assist with daily administrative duties



ST. LUKE'S
EPISCOPAL SCHOOL
SCHOLARSHIP. CITIZENSHIP. LEADERSHIP.

Requirements:

- Current enrollment in an undergraduate or graduate course for marketing, communications or similar field
- Familiarity with marketing computer software and social media platforms
- Good understanding of the latest marketing trends and techniques
- Excellent verbal and written communication skills
- Outstanding multitasking abilities
- Minimum 5 hours/week

Expectations:

- Completion of Safeguarding God's Children course
- Be a positive role model for students of all students
- Maintains strict confidentiality

Reports to:

- Director of Enrollment Management & Marketing and Director of Development

Please send your resume and availability to marketing@sles-sa.org to apply.