



EMERALD
FOUNDATION

About the Organization

The Emerald Foundation is an independent 501(c)(3) non-profit organization established in 2010. The Emerald Foundation has historically contributed funding to worthy charitable, non-profit organizations that focus on education, youth, and healthcare research. In September of 2016 the Emerald Foundation purchased a 30,000 square foot building in Lancaster, PA, now called The Emerald Community Campus (ECC) or “The E.” Currently, the Emerald Foundation is focusing its resources on making “The E” “a hub” or “incubator” for non-profits by providing discounted office space as well as hosting and supporting weekly non-profit programming. In addition, “The E” is a community center, servicing the broader community by providing community events, an emerging artist series, a variety of speaker series, technology and recreational programming.

Vision: *Engage* the community and non-profit organizations in a way that will *Enrich* and *Empower*. Everyone is welcome at “The E.”

Mission: Create a thriving community by providing services and support to non-profit organizations that focus on education, youth, and healthcare research, and offer opportunities for diverse communities to meet and learn from one another.

Internship Details

Program/ Marketing Coordinator

This job will undertake a variety of administrative and program management tasks. You will help in planning and organizing, promoting and executing programs and activities, as well as ongoing marketing of the Emerald Community Campus activities. We are looking for someone who is extremely organized and detail-oriented, comfortable working on multiple projects at once.

Responsibilities

Project/marketing coordination (70%)

- Lead the planning, promoting and execution of programs and fundraising events.
- Establish and maintain budget and track expenditures/transactions; ensure program/event is within budget.
- Manage and track event/program timelines; ensure program/events are delivered on time.
- Develop and distribute program/event flyers and write and distribute press releases for events and programs
- Manage communications through media relations, email campaigns, social media (Facebook, Instagram) and the website etc.
- Establish and build positive relations within the team and external parties involved in the program or event.
- Schedule and organize meetings involving all team members and maintain agenda
- Assists in obtaining sponsorships, awards, prizes and other financial support for events/ programs.

- Update Executive Director on weekly status and alert ED immediate of any issues.
- Manage database of donors and contacts; input new contacts into database
- Sends out monthly emails through Robly's
- Own food pantry project

Office Administration (30%)

- Provides excellent customer service to internal and external customers including staff while maintaining a professional demeanor at all times
- Answers and responds to phone calls/messages and incoming emails
- Serves visitors by greeting (in person, by phone, or email), welcoming, and directing them appropriately
- Assists in answering, or finding the answer to, questions from guests
- Picks up and processes mail
- Maintains filing system for office and general programs

Looking for someone with:

- Proven experience as program coordinator or relevant position
- Knowledge of budgeting
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Proven ability to manage multiple programs and events at the same time.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow including working within strict budgets and tight deadlines
- Experience developing and implementing marketing and promotional programs
- Strong written, oral and interpersonal skills, including working effectively with volunteers
- Experience with social media
- Efficient computer skills including Microsoft Office Suite (excel, PowerPoint, word) and understanding of CANVA or other creative program.
- Detail-oriented and efficient

Hours:

Monday-Friday: 9:00 – 5:00; some weekends required when there are events/programs