



Marketing & Communications Intern (2 positions)

About Us:

Since our founding in 1985, The Right Place, Inc. (RPI) has been dedicated to driving sustainable economic growth and shared prosperity for all in the Greater Grand Rapids region. Our positive impact on the economy of the region and tangible results within our community would not be possible without a talented, flexible, and driven team focused on our mission and values.

Anchored in our values of caring teammates, courageous leaders, can-do attitudes, and collaborative doers, we are excited to welcome a new member to our team. Every role is critical at RPI, and as part of our team you will be able to make a difference in our region and see the results of your work firsthand!

Position Summary:

RPI is seeking **two Marketing & Communications Interns** to support both our core organizational marketing efforts and Tech Week Grand Rapids, the region's largest community-driven tech event. Interns will play an active role in the Marketing and Communications department, assisting with the implementation of marketing strategies that support our People, Place, and Prosperity pillars.

While both interns will work closely with the Marketing & Communications team and gain experience across a wide range of marketing functions, one position will be primarily focused on supporting RPI's year-round marketing and communications needs, and the other will be primarily focused on marketing and promoting our biggest event, Tech Week Grand Rapids. Responsibilities will be aligned based on each intern's interests and strengths.

The two internship positions will have different start dates and focus areas:

- One intern will begin in **March 2026** supporting RPI's marketing and communications efforts.
- One intern will begin in **May 2026** with a primary focus on supporting Tech Week Grand Rapids.

This internship is an excellent opportunity to gain hands-on professional experience in a nonprofit environment, including social media, web content management, email marketing, event promotion, and public relations.

The ideal candidate will be enrolled in the third or fourth year of an accredited Bachelor's degree program in Communications, Marketing, or a related field, possess a strong work ethic, and be enthusiastic about gaining new professional experience. There is opportunity for additional responsibilities to be developed based on each intern's skills and interests. This position reports to The Right Place's Marketing and Communications Manager.

Key Responsibilities:

- **Social media:** Work alongside the team to execute the organization's social media strategy, using LinkedIn, Facebook, and Instagram, and create social media graphics using Canva.
- **Email marketing:** Assist with creating and sending out monthly newsletters and event promotions.
- **Events:** Support the marketing and execution of events as needed. Assist with creating and implementing promotion schedules (e-blasts, social media posts, and social media ads, etc.) for various events.
- **Website:** Assist in the development and maintenance of content for organization's websites, including writing blog posts, updating data, etc.
- **Tech Week Grand Rapids:** Provide tactical support for Tech Week Grand Rapids marketing efforts, including social media management, email campaigns, website updates, and event promotion.
- **General Marketing Support:** Assist with other marketing and communications projects as needed based on team priorities.

Skills & Qualifications:

- Currently enrolled and pursuing a Bachelor's degree in communications, marketing, or other related field
- Strong written and verbal communication skills
- Self-starter with ability to manage multiple projects in a fast-paced, deadline-driven environment
- Personal or professional experience using Instagram, Facebook, and LinkedIn

Benefits:

- Holiday pay, sick time, and paid parking
- Culture Team activities, professional development opportunities, and vibrant organizational culture

Schedule & Pay:

- **Number of positions:** 2 internships available
- **Start dates:**
 - The Right Place Intern: March 2026
 - Tech Week Grand Rapids Intern: May 2026
- 15–20 hours per week, scheduled in-office between 8:30 a.m. – 5:00 p.m., Monday–Friday
- Occasional early-morning and evening hours may be required for special events
- Pay rate: \$17/hour

Apply:

To apply, send your resume and writing samples via the Handshake posting or email the required materials to Allyssa Murphy at murphy@rightplace.org. Please specify which position you are interested in (The Right Place Intern, Tech Week Grand Rapids Intern, or both) when applying.