

## ***Celebrate Forever Foundation***

20280 SW Acacia St., Suite 210

Newport Beach, Ca, 92660

[www.celebrateforever.org](http://www.celebrateforever.org)

### **COMPANY DESCRIPTION**

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Healthy relationships create a healthy family, which creates a healthy community and a healthy world. This is what Celebrate Forever is all about, and this is how we can change our world.

### **DUTIES & RESPONSIBILITIES**

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- Developing and implementing marketing and communications plans
- Involvement in world-class website development project launching publically in 2014
- Developing, writing, updating and maintaining online and social media content, press releases, e newsletters, letters, reports, and videos
- Developing flyers, forms, displays and PowerPoint presentations, etc.
- Emails, calendar management, files, reports, research and logistics
- Assisting the Executive Director in any marketing, management, partnership or administrative activities
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, e-vites and other marketing material for events
- Organize and attend monthly meetings including preparing agendas and taking minutes
- Partnership liaison with other community organizations, public, clients and donors
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Other special projects or research

### **QUALIFICATIONS & REQUIREMENTS**

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Celebrate Forever Foundation seeks a dynamic, self-starter to assist marketing and communications efforts in the non-profit sector. This internship is an excellent opportunity to experience various aspects of marketing, communications, public relations, social enterprise and non-profit management while working for an innovative, fresh, fun cause focused on global change. This is a unique opportunity to work for a startup non-profit reporting directly to an internationally experienced Executive Director, with significant opportunity for growth.

### **TIME COMMITMENT**

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These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

### **HOW TO APPLY & DEADLINE**

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Email resume with cover letter [philip@celebrateforever.org](mailto:philip@celebrateforever.org) on a year round basis.

### **CONTACT INFORMATION**

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For More information please contact Philip Kim at [philip@celebrateforever.org](mailto:philip@celebrateforever.org) or 949-205-1440. You can also visit their website at [www.celebrateforever.org](http://www.celebrateforever.org)