



## **MARKETING AND RESEARCH INTERNSHIP DESCRIPTION**

The Islamic Scholarship Fund (ISF) is searching for a Marketing and Research Intern to help ISF develop and execute marketing strategies. This position will work closely with the Administrative Coordinator, Marketing Coordinator, and Program Manager. This position can be completed remotely.

### **Minimum Qualifications:**

- Preferred high school senior or college student
- Excellent verbal, reading, and written communication skills in English
- Comfortable navigating technology, specifically data entry and G Suite
- Advanced in Microsoft Office, specifically Excel

### **Core Competencies:**

- Develops goals, plans, organizes, and prioritizes work
- Ability to work in a fast-paced environment
- Strong organizational and time management skills
- Contributes to team effort and relieves management of tasks on projects
- Works well with others as a team player
- Incorporates creativity in all tasks
- Pays attention to details
- Adapts and possess flexibility
- Professional conduct and appearance.
- Most importantly, must have a sense of humor.

### **Preferred Qualifications:**

- Familiarity with Muslim culture and traditions
- Familiarity with digital marketing strategy and platforms
- Experience with using Google Sheets

- Candidates must be comfortable using essential software like Google Drive, Gmail, and Zoom.

**Responsibilities:**

- Research support with marketing expansion
- Organizing and inputting marketing data
- Providing support with outreach
- Researching social media trends
- Finding and addressing gaps in ISF's outreach audience
- Available to work remotely for 8 hours a week

**Please email your resume to [emmen@islamicscholarshipfund.org](mailto:emmen@islamicscholarshipfund.org). Please no phone calls.**