



Marketing Internship

Digital Assets & Analytics (1 position)

Reports to:

Director of Communications
596 S. 2nd Street, San Jose, CA 95112
(408) 294-1113

Interim contact:

Christina Morello
Creative Services Manager
(408) 294-1113, x 2185
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Grade Level: 11, 12

General Responsibilities:

- Assist with building "stories" graphics using Canva, as needed •
- Maintain monthly analytics for social networks
- Assist with story research for co-curriculars
- Assist with photos at events and opportunities as needed
- Other departmental tasks as needed

Required Qualifications:

- Member of the Class of 2026 or 2027
- Proficient in Canva or graphic design applications

Hours of work:

- 1-2 hours per week
- Mutually agreed upon dates
- Monday-Friday during school or after school

Benefits:

- 5 units of course credit on your transcript

- Learning about marketing communications and strategy