




Marketing and Communications Intern

Services To Enhance Potential (STEP)

 Westland, MI

 June 2026 – August 2026

 Part-Time (10–15 hours/week)

 \$20/hour

About STEP

Services To Enhance Potential (STEP) is a nonprofit organization dedicated to supporting individuals with disabilities to achieve personal independence and meaningful community inclusion. We are seeking a creative and detail-oriented **Marketing and Communications Intern** to support our outreach and engagement efforts.

Position Overview

The Marketing and Communications Intern will assist with the development and execution of internal and external communications, including newsletters, social media, and marketing materials. This is an excellent opportunity for a student or early-career professional to gain hands-on experience in nonprofit marketing and communications.

Key Responsibilities

- Coordinate content for:
 - Monthly internal newsletters
 - Quarterly external newsletters
 - Assist with content formatting, editing, scheduling, and distribution for newsletters
 - Create and post content across STEP's social media platforms (Facebook, Instagram, LinkedIn)
 - Monitor and track engagement across social media channels
 - Support the development of marketing and communications materials and collateral
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Qualifications

Preferred Education

- Currently pursuing or recently completed an Associate's and/or Bachelor's degree in:
 - Marketing
 - Communications
 - Business
 - Or a related field

Preferred Experience

- 1–2 years of experience creating:
 - Newsletter content
 - Social media posts

Skills & Attributes

- Strong written and verbal communication skills
 - Creativity and attention to detail
 - Familiarity with social media platforms and trends
 - Basic understanding of marketing principles
 - Ability to manage multiple tasks and meet deadlines
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Supervision

This position reports to the **Director of Development**.

Work Location

Services To Enhance Potential
450 S. Venoy Rd.
Westland, MI 48186

Why Join STEP?

- Gain real-world marketing experience in the nonprofit sector
 - Build your professional portfolio
 - Make a meaningful impact in the community
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How to Apply

Interested candidates should submit a resume and (if available) samples of writing or social media work to Nancy Stauder, Human Resources Manager, at nstauder@stepcentral.org.