



Marketing & Social Media Specialist | Volunteer Intern

Position Description

Hours: 10-15 per week (Flexible schedule | Office Hours: 8am – 4:30pm)

Location: 10000 N 31st Ave, Suite D200, Phoenix, AZ (Hybrid: Duet Office & Remote)

Overview:

Join Duet: Partners In Health & Aging as a **Marketing & Social Media Specialist Intern** and gain hands-on experience in digital marketing, social media strategy, and community engagement. This is an excellent opportunity to develop creative and technical skills while supporting a nonprofit's mission to assist older adults and family caregivers.

Responsibilities:

- Assist in creating and scheduling social media content (Instagram, Facebook, LinkedIn).
- Design graphics and promotional materials using online tools.
- Capture photos and videos at community events.
- Monitor engagement and respond to comments/messages professionally.
- Research and implement trends to enhance outreach strategies.
- Assist with email marketing campaigns and website updates.
- Attend community events to represent and promote Duet.

What You'll Gain:

- Hands-on experience in marketing and social media management.
- Strong portfolio pieces in content creation and digital marketing.
- Experience working in a nonprofit setting.
- Networking opportunities with professionals in marketing and community outreach.

Potential Career Paths

- Marketing & Communications
- Social Media Management
- Public Relations
- Journalism & Content Creation
- Nonprofit Leadership



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About Duet:

Duet's mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining a welcoming working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team brings unique perspectives, exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

How to Apply:

Interested applicants should submit their application online at: www.duetaz.org/intern. For questions, please contact Justin McBride at mcbride@duetaz.org.