



### **Outreach, Public Relations, and Media Intern**

#### **Position Purpose**

Outreach, Public Relations, and Media Interns will contribute their time, skills, and expertise and in return will receive hands-on experience in public relations, media management, community relations, and outreach. The Intern will work directly with Outreach and Development Department staff.

#### **Desired Skills and Experience**

- Experience working hands-on with other diverse backgrounds, experience with individuals with disabilities a plus;
- Proficiency in Microsoft Office Programs;
- Strong writing ability in a variety of styles – ex. Press releases, newsletters, social media, etc.;
- Experience managing social and other media platforms – Facebook, Instagram, Twitter, LinkedIn, SquareSpace, and Mailchimp;
- Experience in graphic design platforms desired – Canva, Adobe Photoshop, Adobe InDesign, etc.;
- Experience with photography and photo editing;
- Ability to work independently and handle multiple tasks at the same time in a fast-paced environments.

#### **Duties and Responsibilities**

- Create monthly content calendars for all social media platforms;
- Develop content for fundraising campaigns and events;
- Design graphics for social media and other outward facing materials/content;
- Help to identify, cultivate, and recruit new board members;
- Monitor and report on social media metrics;
- Assist with event planning as needed.

#### **Training**

- Attend initial orientation meeting with Program Supervisor. Attend and complete on-going trainings as required. Participate in two (2) performance evaluations, once midway through internship and one at the completion of the internship.

#### **Time Commitment**

- Minimum of 20 hours per week; Consistent availability Monday through Friday 8:00 am to 4:30 pm; Specific schedule to be negotiated with supervisor.