



## POSITION TITLE

Marketing and Communications Intern

## POSITION DESCRIPTION

The Marketing and Communications Intern will gain experience in building internal/external relationships with community, agency and media partners. The intern will also gain experience in professional writing and graphic design/photography. This position reports directly to the Marketing Communications Manager. The primary responsibility of the Marketing and Communications Intern is to support the promotion of organizational events and ongoing communication with donors, media partners and staff. Other duties may also be assigned as needed.

## DURATION AND COMPENSATION

The internship will run for 10 weeks in the summer, from June to August. Start and end dates are flexible based on the intern's academic year. Intern will be compensated at \$13/hour.

## DUTIES

- Uses client stories from funded programs to develop articles that will be used in stakeholder newsletter and organization's website.
- Write press releases for events and announcements.
- Conduct interviews to be used in marketing materials.
- Support the marketing and communications staff in creating collateral pieces.
- Assist with special events including planning and execution of the event.
- Assist with any photography needs.
- Update social media sites including Facebook, Twitter and Pinterest.
- Any other duties as assigned by Marketing Communication Manager.

## LEARNING OUTCOMES AND BENEFITS

- Apply the principles of public relations and communication in a non-profit organization.
- Gain experience in project management.
- Create materials that can be included in a professional portfolio, specifically focusing on press releases, PSAs, Constant Contact announcements and newsletters.
- Exposure to community leaders and businesses.
- Increase knowledge of the Cook County non-profit sector.

## EDUCATION AND EXPERIENCE REQUIREMENTS

- Intern should have experience in public relations or a related field with skills in graphic design, photography, written and oral communication.
- Capable of handling high stress while maintaining a positive attitude.
- Professional appearance, clear speaking voice and excellent interpersonal skills are required.
- Computer skills including Microsoft Office software. Familiarity with Adobe Photoshop and InDesign are desired.