

Communications Intern Job Description – Summer 2017 Adoption Network Cleveland



Position: The Communication Intern will report to the Development Specialist with project management from the Communications Manager. He/She/They will assist the Communications Manager and Development Department in a variety of functions relating to public relations, including marketing, social media, media relations, writing, and editing.

RESPONSIBILITIES:

- Assist with Public Relations/Media Efforts
 - Create and distribute monthly Community Calendar to media outlets
 - Update and research media contact spreadsheet
 - Assist with press releases and media advisories
 - Maintain/update public relations files including event, photo, and clipping files
- Assist with social media planning and posting
- Assist with writing and gathering content for newsletters, *Guidance* and *Pipeline*
- Assist with Marketing Plans and tactics
- Research various topics as assigned by the Communications Manager, such as current adoption events/issues

QUALIFICATIONS

Education and Experience:

- High School Diploma with at least one year of coursework at a 4-year college or university. Junior/Senior in Undergraduate or Graduate student majoring in Non-profit/Public Administration or Communications preferred
- Must have a working knowledge of Microsoft Office including Excel, Word, and PowerPoint
- Knowledge of public relations, advertising, and PR writing preferred
- Experience with Adobe Creative Suite (InDesign, Photoshop, etc.) preferred

Other Requirements: Must have reliable transportation to/from the office and occasional off-site events. Must submit to and pass a background check.

SKILLS DESIRED

- Excellent verbal and written communication skills
- Creative and detail-oriented; Well-organized
- Ability to follow instructions and also work independently
- Sensitivity to and basic understanding of adoption issues
- Must be reliable and punctual
- Ability to communicate well with a wide variety of people
- Ability to coordinate and organize meetings and/or special events

Time Commitment and Compensation: 15-20 hours per week, must be able to receive course credit, normal hours will be worked during business hours (Monday – Friday, 8:30am-5pm). Some late evenings and weekends will be required.

Interested applicants should send resume, writing sample, and 2-3 references to:

Dan Carroll, Development Specialist
Adoption Network Cleveland
4614 Prospect Avenue East, Suite 550
Cleveland, OH 44103
daniel.carroll@adoptionnetwork.org

Priority will be given to applications received by Friday, February 24, 2016 at 5:00pm.