

## **INTERN JOB DESCRIPTION**

### **Title: Public Relations Coordinator**

In 2001, The Glory Foundation Inc. (TGF) CEO, Tiona Gosha, began caring for children with life-limiting illnesses at home, while parents and caregivers rested during the night. After providing these services for over fifteen years, our CEO discovered that these families also needed community-based respite. Community-based respite offers out of the home respite so that parents are afforded a time to relax and recharge. Respite is the gift of rest for parents and caregivers of children with limited lifespans due to an incurable disease. Our long-term goal is to establish a pediatric respite hospice home for children with limited lifespans in the greater Cleveland area. Currently, we provide support to children and their families through three outreach programs: Celebrating their lives, Get out the House Respite, and Bereavement Support. Please see our [website](#) for a detailed explanation of each program. The Glory Foundation is incorporated in Ohio and became a 501c3 non-profit organization in 2015.

### **Description**

Public relations coordinators, sometimes referred to as public relations specialists, use print, broadcast and online media to promote their organizations to the public. They also gather and analyze intelligence about public opinion to help shape their organizations' policies. Some public relations coordinators may specialize in investor, government or community relations. A bachelor's degree is a standard requirement for a career as a public relations coordinator, typically with a concentration in English, communications, journalism, business or public relations". ([Public Relations Coordinator](#) )

### **Responsibilities include**

- Write Press Releases
- Facilitate mutual understanding between our organizations and the public.
- Addressing the public through strategic use of the media and direct communication.

### **Qualifications**

- Demonstrated experience writing press release and gaining media coverage.
- Experience working in public relations and media field preferred.
- Proficiency in in Microsoft Office and social media platforms.
- Effective communicator - both written and oral.
- Impeccable grammatical, spelling, and proofreading abilities.
- Ability to work independently as well as in partnership with a team.
- Ability to define and work to deadlines.
- Be self-directed and willing to take initiative, and detail-oriented.
- Respect and maintain confidentiality of volunteers, families, and donors.
- Personal commitment to the mission of the organization

## The Glory Foundation

### **Requirements**

- Must have a supervisor in area of specialty along with organization supervisor
- Able and willing to work virtually, with access to computer and internet
- Attend work meetings as announced at scheduled locations
- Interns are expected to work some hours per week meeting their program requirement. Our need is 4 to 6 hours per week.
- Note this is an INTERN/TRAINEE training position where you will gain skills to utilize in a work environment outside of our organization. Undergraduate and graduate students with a GPA of 2.5 or higher are encouraged to apply. Opportunities in the summer, fall, and spring are offered

### **Compensation:**

INTERN/TRAINEE position non-paid

To apply, send your resume and cover letter to

[tgosha@tgfoutrreach.org](mailto:tgosha@tgfoutrreach.org)

Please see our website at [tgfrespite.org](http://tgfrespite.org)

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