



Communications Intern – Job Description Summer 2021 (10 weeks)

Pay: \$12.50/hour 20 hours/week

Hours must be completed at the Foundation office, Monday – Friday, 8 a.m. – 4:30 p.m. plus occasional special events after hours or on weekends.

Internship starts May 24, 2021 and ends July 30, 2021.

Internship may be available in the Fall/Spring as well – to be determined.

Primary Communications Responsibilities:

- Updating content on the CF's website,
- Creating posts for use on CF's social media platforms
- Interviewing donors and grantees and writing content to be used in newsletters, e-communications and other publications
- Creating brochures for use in promoting the CF's services
- Creating ads for use in paid advertisements
- Writing press releases about upcoming deadlines, Foundation activities, etc.
- Other communications assignments as needed, including helping at special events

Qualifications:

- College undergraduate student (entering junior or senior year of college in Fall) or Graduate student who has at least 1 year left of graduate school who is pursuing degree in Communications, Marketing, Public Relations, Journalism or related field. Must be attending an Indiana college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools
- Excellent writing and editing skills
- Knowledge of basic Public Relations principles and Associated Press style guidelines
- Well organized
- Task oriented
- Proficient in Microsoft Office software (Word, Excel, Publisher, Power Point and Outlook). Experience in Adobe design software products preferred
- Willingness to learn how to use web editing platform (WordPress)
- Outgoing personality, comfortable talking with and meeting new people
- Must have valid driver's license and own transportation

Apply by May 14, 2021

Please email cover letter, resume, a brief sample of your written work and a sample of your graphic design work (if you have it) to: Stephanie@kcfoundation.org

Subject line of your email should read: "Communications Internship."