



Communications Intern

The Action Center has for-credit intern learning opportunities available for students seeking undergraduate and graduate degrees in related fields of learning. Candidates applying for internships must be working with their school's internship program to be eligible. The intern will be responsible for completing all school requirements and the Action Center agrees to uphold a learning environment with increasing responsibilities and challenges as the semester moves forward.

Position Overview: This position reports to the Communications Coordinator and will interface with numerous individuals within the Development team as well as external media professionals. The intern may gain exposure to the following functional areas:

- Marketing
- External communications
- Traditional media relations
- Social media platforms
- Strategic planning in a non-profit environment

Specific responsibilities may include:

- Creating content for quarterly newsletters
- Creating content for website
- Enhancing the organization's presence on various social media platforms
- Creating PR/Marketing kits for key stakeholders
- Enhancing Word Press CMS capabilities
- Developing a multi-media library
- Writing media/press releases
- Photography and videography coverage of major events
- Converting historical data into electronic format for archives

Skills the intern can learn:

- How to create noteworthy press releases for all types of media submission
- Unique exposure to multiple facets of marketing and communications in a non-profit environment
- Hands on contributions to multiple print publications

Time Commitment: As determined by the school

Schedule Options: Flexible – Specific requirements around special events: Must be available to support several key events each semester

Qualifications: Excellent written and verbal communications
Submission of written sample or other portfolio artifact
Demonstrated success using social media
Detail oriented and creative thinker
Strong computer and/or graphic design skills
Ability to multi-task and meet deadlines
Experience in Photography and/or videography preferred

Positions Available: 1 per semester

Procedure for Applying:

If the internship description matches the need for experience in your field of learning and you are interested in applying, please follow the following steps:

1. Contact your school's internship program to indicate your interest.
2. Have the school provide you with their program requirements and sample agreement.
3. Forward your school's program requirements and sample agreement, your resume and a cover letter expressing your interest in which internship position to: interns@theactioncenterco.org.
 - a. Optional: Your school can contact us directly with the same information listed above if it is preferred.
4. If we have an opening and are interested in interviewing you, you will be contacted for an interview.
5. Due to the limited resources of our organization, only applicants which follow the above steps will be considered for an internship.