

## Marketing and Communications Internship

This is a hands-on internship designed for upper-level undergraduate college students who wish to excel by experiencing real-world situations while learning from local non-profit professionals.

The internship is unpaid (for academic credit) and is available during the fall, spring, and summer semesters (starting in the fall or spring).

### Requirements:

- Academic major in Communications, Journalism, Graphic Design or Marketing
- Knowledge of layout design; working knowledge of Adobe products including InDesign, Illustrator, and Photoshop a must. Samples of writing/work portfolios are required.
- Knowledge of social media networking tools; Facebook, Twitter, Blog, etc.
- Proficiency in Microsoft Office Suite
- Copywriting and editing skills a plus
- Ability to multi-task and work well on a team
- Strong organizational skills, time management skill, and attention to details
- Website knowledge a plus
- Must provide two references from past or current educators

### Responsibilities:

- Design and develop organizational newsletters
- Create brochures as needed
- Develop e-newsletters
- Research articles and conduct interviews as needed
- Seek opportunities for and write weekly press releases
- Regular updates to website
  - Calendar updates, event photos, etc.
- Maintain and make enhancements to on-line store
- Develop opportunities for use of social network tools (Facebook, Twitter, Blog)
- General administrative support

This internship will provide a student the ability to increase their portfolio in all areas of marketing and communication. Because of the part-time nature of this opportunity, a student could potentially hold another job/internship. We offer flexible scheduling and a fun, fast-paced environment where students can directly impact the lives of children and their families dealing with cancer.

## To Apply:

All qualified students-freshmen through seniors-are encouraged to apply. Please email your cover letter, resume with two references from current or past educators, and portfolio samples to Mark Slocum at [Mark@ChildrensCancerConnection.org](mailto:Mark@ChildrensCancerConnection.org) and include the following information in the body of your email or cover letter:

- School/Major
- Semester you are applying for
- Number of hours per semester that your school requires to fulfill its academic credit requirements
- Days you are available to work