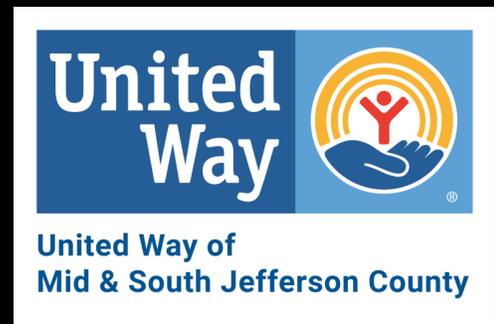


COMMUNICATIONS & COMMUNITY IMPACT INTERNSHIP

Spring 2023



The United Way of Mid & South Jefferson County is excited to offer a paid internship to a local student seeking to develop their portfolio, while making a positive impact in the community. Interns are given the opportunity to learn crucial skills, earning valuable experience, and develop a robust network of contacts to help them as they develop into professionals.

Description: Assists in planning, development, and execution of marketing, communications, and public relations strategies in support of UWMSJC community impact and resource development efforts. Under the direct supervision of the Community Impact & Communications Coordinator. This is a valuable internship with extensive opportunity for hands-on learning that will give you real-life experience while building your skills. Routine feedback provided with monthly regular coaching meetings.

Internship Duties

- Produce, write, and edit content for newsletter, annual report, and social media
- Curating & publishing of social media content
- Photo & Video capturing & editing
- Assist with mailings, donor communication distribution lists, and expanding communication distribution list
- Other duties as assigned

Qualifications & Traits

- Current College Student
- Strong writing & editing skills
- Proficiency with Microsoft Office Suite
- Strong creative skills
- Highly Organized, detail oriented, self-motivated, multi-tasker
- Working knowledge of social media platforms
- Experience with Canva is a plus
- Professional demeanor

Internship Details

- Internship Stipend \$150 weekly
- Hours 10-15 hours
- Office Hours 8-4, with flexible hours virtual work space combined with office workspace
- Internship to begin January 2023 and conclude May 2023
- Send Letter of Interest & Resume to janie@unitedwaymsjc.org subject line: Spring Internship