



**Position:** Events and Public Relations Intern

**Reports to:** Director of Events and Public Relations, Executive Director

### Summary

The WARM Place seeks a dynamic, self-starter to assist with events and public relation efforts. The internship is an excellent opportunity to experience various aspects of public relations while working for a well-known nonprofit organization.

### Job Description

- Assist the Director of Events and Public Relations
- Update and maintain The WARM Place's social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates
- Assist in planning, writing and managing e-blasts and e-newsletters
- Manage editorial and event calendars
- Design flyers, graphics, e-vites and other marketing material
- Update the organization's website regularly
- Assist in planning and executing special events and fundraisers
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Prepare weekly reports and maintain regular contact with supervisor

### Qualifications

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree (sophomore level and up), preferably in a related field (e.g. Public Relations, Marketing/Communications, Advertising or English)
- Understanding of basic principles of public relations and/or marketing
- Strong working knowledge of computer software for word processing and spreadsheets. (MS Word, Excel, PowerPoint). Proficiency in Adobe InDesign and Photoshop highly desired.
- Knowledge of HTML, website content management and graphic design a plus
- Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers
- Strong organizational skills, good presentation. Excellent verbal and written communication skills

### Start Date

Position open until filled, requires 3-6 month commitment

### Work Hours

12-20 hours/week

### Compensation

This is an unpaid internship

### To Apply

Interested persons should email cover letter, resume and writing sample to: [Shelley@thewarmplace.org](mailto:Shelley@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.*