



Position: Events and Public Relations Intern

Reports to: Events and Public Relations Manager, Executive Director

Summary

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

Job Description

- Assist the Events and Public Relations Manager
- 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 materials
- 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, Strategic 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
- Ability to multitask and perform well in a fast-paced environment
- 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: Brooke@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.