

POSITION DESCRIPTION



Position Title: Communications Intern
Reports to: Development Director
Employment Status: Temporary/Internship
Hours: 20-40 hours / week; Monday-Friday [two semester commitment preferred]

POSITION SUMMARY

The Communications Intern will ideally be a college junior or senior who has studied communications and social media strategy and has strong writing and marketing skills. This position requires excellent advertising writing skills as well as the ability to effectively implement and follow the Komen marketing and communication calendar. This position will work closely with the Marketing and Communications team, the Development team, and the Graphic Design intern to develop, implement and message events and fundraising campaigns.

**Writing samples are required with application.

PRIMARY RESPONSIBILITIES -

- Collaborate with Komen staff to maintain a consistent voice in external communications
- Monitor social media channels
- Weekly internal/external communications
- Data analysis
- Work with Komen headquarters to ensure website is current and updated
- Other tasks as assigned

MINIMUM QUALIFICATIONS

- Currently enrolled full-time or part-time undergraduate student in the area of communications, public relations, liberal arts, health, non-profit management, women's studies, public health administration or related field.
- A love of writing and the discipline to edit using the AP Stylebook
- Skilled in advertising writing and writing for social media
- Relevant advertising, marketing, and/or mass communication coursework
- Proficient in using WordPress for web, Facebook, Instagram, Twitter, and YouTube; experience with Hootsuite is a plus
- Knowledge of the everchanging social media guidelines
- Detail-oriented with strong project management skills and efficient time management to meet deadlines
- Strong interpersonal, verbal, and written communication skills essential with both internal and external clients
- Ability to work well under pressure and in a fast-paced work environment
- Proficiency in Microsoft Office including Word, Excel and Outlook

Updated 3/23/2021 (MB)

- Interest in women's health, special events, non-profits, and marketing.

PREFERRED QUALIFICATIONS

- Ability to work Summer and/or Fall Semester.
- Graphic design experience.

SKILLS AND KNOWLEDGE

- Strong interpersonal skills and ability to interact with board members, committee chairs, staff and volunteers.
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Organizational skills.

Benefits:

- Gain experience in the nonprofit sector
- Receive hands-on ownership of projects, building experience in project management
- Gain collaborative and networking skills with multiple departments and customers both internally and externally
- Gain experience in strategic planning and implementation of a public relations plan
- Ability to build on a work-based portfolio
- Gain experience working with internal and external stakeholders

Submit application, cover letter, and resume to mbeasley@komen.org. Internship application can be found at www.komen-houston.org/get-involved/internship.

About Susan G. Komen®

In 1980, Nancy G. Brinker promised her dying sister, Susan, that she would do everything in her power to end breast cancer forever. In 1982, that promise became the Susan G. Komen® organization and the beginning of a global movement. What was started with \$200 and a shoebox full of potential donor names has now grown into the world's largest nonprofit source of funding for the fight against breast cancer. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Our efforts helped reduce deaths from breast cancer by 40 percent between 1989-2016 and we won't stop until our promise is fulfilled. Susan G. Komen is the ONLY organization that addresses breast cancer on multiple fronts such as research, community health, global outreach and public policy initiatives in order to make the biggest impact against this disease.