


Communications Internship - Summer 2017

POSITION INFORMATION

Employer	NAACP Minneapolis
Division	N/A
Title	Communications Internship - Summer 2017
Description	<p>Overall Tasks:</p> <ul style="list-style-type: none"> • Assist in writing press releases, media pitches and building media lists • Assist in developing social media content (Facebook, Twitter, LinkedIn) • Establish presence on LinkedIn and begin engaging influencers • Write civil justice stories based on NAACP Mpls efforts and/or strategic goals • Assist with press events and occasionally attend official NAACP events • Reports to Communications Chair <p>Regular commitments/meetings:</p> <ul style="list-style-type: none"> • 10 hours per week (minimum) • Weekly video-chat staff meeting <p>Hours</p> <p>Specific days and number of hours are flexible and can be negotiated based on class load.</p> <p>Student Benefits</p> <p>This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in a non profit environment.</p> <ul style="list-style-type: none"> • Hands-on experience to build portfolio and professional contacts • School credit, depending on the requirements
Location	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>LOCATION</p> <p>Nationwide no</p> <p>City Minneapolis</p> <p>State/Province Minnesota</p> <p>Country United States</p> </div>
Position Type	Part Time, Internship
Salary Level	School credit 

HOW TO APPLY

Send a resume and cover letter to: Rae Kirby
Communications Chair,
raekirby39@gmail.com Subject Line:
Internship Application (Communications)

Applications accepted via:
Other

IMPORTANT DATES

Posted On:
Feb 21, 2017

Applications Accepted Until:
Apr 21, 2017

CONTACT INFORMATION

Employer	NAACP Minneapolis
Name	Rae Kirby
E-mail	raekirby39@gmail.com

Job Function	Marketing Communications, Public Relations, Events, Non-Profit, International Development, Social Services
Duration	Minimum commitment of ten weeks preferred (flexible start and end dates)
Approximate Hours Per Week	10 hours per week (minimum)
Qualifications	<p>Qualified candidates will be/have:</p> <ul style="list-style-type: none"> • A commitment to the mission of equality and civil justice • Excellent written and verbal communication, editing skills • Self-motivated and detail-oriented • Excellent computer skills with experience in social media & Google Apps (Google Docs, Sheets etc) • The ability to work independently and with others • Dependability, flexibility, and ability to maintain confidentiality • The ability to work well under pressure and meet deadlines • Openness to learning and growing within the internship experience <p>Ideal candidate is an undergraduate or graduate student in public relations, marketing, communications, or digital communications.</p> <p>Ideal candidates will be detail oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge. This is intended to describe the general nature and level of work, and this is not an exhaustive list of all responsibilities, duties, and skills required. Interns may be required to perform duties outside their normal responsibilities.</p>

Help Desk: 703-373-7040 (Hours: Mon-Fri: 9am-8pm EST)

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