

## Communications Intern

Reports to: Marketing and Communication Team

Position Status: Intern (unpaid); course credit offered

Time Commitment: 15 hrs. minimum per week; anytime M–F, 9am–5pm;

**two-semester commitment preferred**



### Position Overview & Basic Function:

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

### Required Knowledge & Skills:

- 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
- 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

### Other:

- Must be 18 years or older and currently enrolled in or a graduate of a college or university
- Must have reliable transportation— travel within our 58 county service area may be required
- Must be able to lift 25 lbs. for an extended time period – you may be asked to participate in heavy set up for our events
- Offers are contingent upon background check
- Hours may vary from the standard 9 a.m.–5 p.m. based on events. Evening and weekends may be required
- Bilingual or multilingual is a plus

### 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

### To Apply:

Please submit a cover letter, resume, and writing samples to [intern@komengreatercetx.org](mailto:intern@komengreatercetx.org). Include the intern job title and your first and last name in the subject line of the email.

### About Susan G. Komen® Greater CETX

Susan G. Komen® Greater CETX is a nonprofit committed to saving lives and fighting breast cancer globally. Komen Greater CETX is the only breast cancer organization attacking the disease on all fronts locally through education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in a 58-county service area. We battle breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Greater CETX invests up to 75 percent into local community health

care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.