



Job Description

Marketing, Journalism and Social Media Intern

Time Requirement: 30 to 35 hours per week during the summer or up to 20 hours per week during the academic year. The internship is typically for a period of one semester or one summer session. When appropriate, the internship may continue for an additional period.

Organization Overview: The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." Though the Community Foundation serves Clay, Sullivan and Vigo counties, its office is located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than one million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

Internship Program Overview: The Wabash Valley Community Foundation Inc. offers up to three different paid internship opportunities for students enrolled at any Indiana higher educational institution. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are between 8 am and 5 pm, but may extend into the evening depending upon meetings or special events. The Community Foundation is flexible to accommodate the intern's academic schedule. The maximum number of hours would be up to 20 hours per week during the spring and fall semester and up to 35 hours per week during the summer.

Marketing, Journalism and Social Media Intern Responsibilities

- Assist with the preparation of news releases for the various media outlets and/or the Community Foundation's print and electronic newsletters
- Implement and manage online and social media programs in collaboration with the Community Foundation staff including Facebook, Instagram, Linked In, Pinterest, Twitter, Wabash Valley Gives and wvcf.com
- Draft and write articles as directed for the Community Foundation's newsletters.
- Prepare biographical histories on existing endowment funds for inclusion in the Legacy Album and to serve as the basis of newspaper advertisement
- Assist with the design and creation of various collateral and promotional items
- Create a series of video clips of donors, grantees and board members for use in the Community Foundation's marketing efforts.

Desired Qualifications

- Ability to clearly and articulately write copy that is meaningful, interesting and readable to the general population
- Knowledge of and experience working with social media tools and techniques.
- Excellent grammar skills
- Preference to journalism, marketing, graphic design, public relations, communications or English writing
- Ability to work independently and in a changing environment
- Excellent communication skills and interpersonal skills
- Ability to think creatively and strategically and to synthesize large amounts of data
- Experience working with a variety of technology tools
- Ability to maintain a consistent work schedule

Reports to the Marketing and Communications Associate. Works with all staff, Marketing/PR Agency and the Marketing Committee

Hiring Process: Resumes will be accepted until the position has been filled. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chosen for interviews will have the opportunity to meet the Community Foundation staff. While the Community Foundation does its best to place students in the internships of their choice, job descriptions and placement are subject to change, or to be combined, based upon the ability to place interns in the areas of greatest need.

To Apply: Please submit resume, employment application, found at www.wvcf.com, and cover letter via email to beth@wvcf.com. Selected candidates will be contacted to schedule interviews.

Contact:

Beth Tevlin, Executive Director
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