



Communications and Media Intern

The Communications and Media Intern works directly with the Communications Manager in Community Action Council's Office of Planning, Communications and Advancement. The position assists in developing marketing and outreach plans and activities to promote the Council and its programs to the public, participants, donors and employees.

Job Description:

- Assist with content for blogs, website, and print materials
- Research social media trends, top stories, etc.
- Brainstorm marketing ideas/concepts
- Assist with monthly e-newsletter
- Assist with implementation of social media plan by developing content and coordinating social media postings (e.g. Facebook, YouTube, Instagram and Twitter)
- Track media placements in print, television, radio, and web outlets
- Help maintain digital files of photos, videos, and text content (e.g. for blog and newsletter)
- Assist with media cultivation and story placements
- Assist with audio/video content development and distribution
- Provide support for special communications projects
- Other duties as assigned

Qualifications:

- Quick learner with the ability to take initiative
- Strong web, social media, and computer skills
- Ability to prioritize and be flexible when necessary
- Excellent written and oral communication skills
- Demonstrated knowledge of and/or commitment to helping people with low income become self-sufficient

Compensation:

The intern/volunteer will be reimbursed for any travel mileage or miscellaneous expenses incurred while working.

Other:

Immediate opening.

Hours and days are flexible, but the position will require a minimum commitment of 10 hours per week between 8:30 a.m. and 5:00 p.m., Monday through Friday. Beginning and ending dates for internship are negotiable, but a minimum of 10 weeks will be required.

Contact:

To apply for the Communications and Media Internship opportunity, please send a resume, writing sample, and cover letter explaining why you are interested in the position. Materials may be sent to the address below or e-mailed to Cameron.minter@commaction.org immediately. No phone calls please.

Community Action Council
Office of Planning, Communications, and Advancement
c/o Media Internship
P.O. Box 11610
Lexington, KY 40576