

## Communications Intern Job Description Adoption Network Cleveland



**Are you interested in sharing stories and creating impactful change in your community?** We're looking for an enthusiastic and organized communications intern to join our Fund Development department. This position will report to and receive mentoring from our communications manager while supporting a variety of day-to-day functions relating to public relations, including marketing, social media, media relations, writing and editing. This is the perfect position for someone who is interested in learning the ins and outs of nonprofit communications while gaining hands-on experience in the nonprofit sector.

### RESPONSIBILITIES:

- Assist with public relations/media efforts
  - Create and distribute monthly postings to community calendars and media outlets
  - Assist in crafting press releases and media advisories
  - Maintain and update public relations files related to events, photos and clips
- Assist with writing and gathering content for newsletters
- Work with communications manager to develop and implement communications plans and strategies
- Research and stay up-to-date on current adoption events and issues locally and nationally
- Utilize social media and other platforms to share ANC information across several platforms
- Assist with data management and other duties as needed

### QUALIFICATIONS

#### Education and Experience:

- Be in the process of earning a bachelor's or advanced degree, preferably in nonprofit or public administration, communications, marketing, public relations, business or a related field
- Must have a working knowledge of Microsoft Office including Excel, Word, and PowerPoint
- Possess outstanding time management skills, organizational skills and a great attention to detail
- Have experience with nonprofits and communications or a desire to learn

**Other Requirements:** Must have reliable transportation to/from the office and occasional off-site events. Must submit to and pass a background check.

### SKILLS DESIRED

- Excellent verbal and written communication skills
- Ability to take complex ideas and successfully communicate them verbally and written
- Creative and detail-oriented
- Ability to provide suggestions and ideas
- Ability to follow instructions and work independently with guidance of communications manager
- Sensitivity to and basic understanding of adoption issues
- Must be reliable and punctual
- Ability to communicate well with a wide variety of audiences

**Time Commitment and Compensation:** While there is no typical day, interns can expect to work 15-20 hours per week in our Mid-Town office. Adoption Network Cleveland business hours are Monday – Friday, 8:30 a.m.-5 p.m. The final schedule will be decided between the communications intern and communications manager. However, some late evenings and weekends may be required. Internships are available year around based on student and organizational

needs. Internships typically lasts 3-4 months for the student and organization to gain the most from the internship experience.

This internship is unpaid but can qualify for academic credit.

Does this sound like an opportunity you might be interested in? **Interested applicants should send a resume, two writing samples (2-3 pages), and 2-3 references to:**

Evan Caroline Clark, Volunteer and Outreach Coordinator

Adoption Network Cleveland

4614 Prospect Avenue East, Suite 550

Cleveland, OH 44103

[evan.clark@adoptionnetwork.org](mailto:evan.clark@adoptionnetwork.org)