



Communications Internship Position

Position Summary

This internship will assist in developing and leading a public relations strategy for a United Way 'Street Team' and help build IEUW's overall presence in the community. The primary purpose of the IEUW Street Team will be to increase exposure for United Way throughout the Inland Empire by serving as IEUW's promotions team and attending community events armed with information about the important work being done by IEUW with children and families in need in the Inland Empire.

About Our Organization

Inland Empire United Way (IEUW) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, nonprofit organizations, and individuals to build a stronger community. Our mission is to engage the caring power of communities to make positive, sustainable changes and improve lives, and assist in times of disaster.

Status

Intern, Part-Time (8-25 hours per week – time commitment may vary according to the intern's arrangement and request). Hours are flexible.

Reports To

Director of Development

Academic Credit

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. IEUW will provide the necessary job description and performance review upon request.

Responsibilities

- Learn about IEUW Programs and Services and be able to effectively convey information to those who want/need to know.
- Research, secure, and attend a variety of community events where IEUW Street Team will promote appropriate programs.
- Recruit, train, and lead a team of Street Team volunteers who will attend various fairs and community events.
- Oversee and evaluate effectiveness of strategy, quality of events, and performance of Street Team members.
- Research, develop, and implement strategies to improve public relations to increase media coverage.
- Writing, editing, and designing a wide variety of communications tools.
- Executing assigned aspects of special events.

Qualifications

- Ability to work independently, manages time effectively, organize multiple tasks, and meet deadlines.
- Must possess strong communication skills, relate well with people, and be self-motivated to help Inland Empire United Way identify opportunities for obtaining additional publicity.
- Must demonstrate basic computer skills: proficiency with a Windows operating system (Word, Excel, Internet and Database management)

For immediate consideration, please send a cover letter and resume to Jamie Lamb at jlamb@ieuw.org.