MARKETING AND PUBLIC RELATIONS INTERNSHIP
(Fall, Spring, Summer Semesters)

DESCRIPTION
This internship will support the director of marketing and public relations in some or all of the following areas, dependent on the applicant’s experience, skills, and course of study: social media, marketing research and development, writing, photography, event planning, and design.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
 Writing for blogs, press releases and articles.
 Attend health fairs and other events as needed.
 Assist with social media and website.
 Proficient computer skills (Office Suite a must, design software a plus (InDesign, Photoshop, etc.)
 Excellent written and presentation skills.
 Exceptional interpersonal skills.
 Work with various YWCA departments in creating or maintaining marketing goals.
 Attend meetings and trainings as assigned.
 Assist with organizing files as needed.
 Other duties as assigned.

REQUIREMENTS
 Coursework at a college junior and senior level preferred in marketing, public relations, communications, or related field.
 Proficiency in English required.
 Strong verbal and written communication skills required.
 Multi-tasking skills necessary.

TO APPLY:
Submit a resume, cover letter, writing samples, and YWCA intern application to Human Resources. Applications can be downloaded: www.ywcamclean.org

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704
Email: ywcajobs@ywcamclean.org

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA McLean County is an equal employment opportunity employer.

Last updated: 11/2016