



STUDENT INTERNSHIP OPPORTUNITY

Position: Public Relations Intern

INTERNSHIP PROGRAM SUMMARY:

The Stephens Foundation (TSF) is a newly formed non-profit which strives to connect families and individuals to resources. The TSF Internship Program is designed for undergraduate and graduate level students who are interested in community service, outreach, and positive community engagement. TSF Interns will perform a variety of assignments designed to enhance their professional and technical development and will gain valuable on the job training and exposure to a small fast-paced work environment.

All interns are volunteers who can expect to receive a letter of recommendation to reward consistent, diligent and efficient work ethic.

PUBLIC RELATIONS/ SOCIAL MEDIA INTERNSHIP:

The Public Relations intern will play an active role in communication with The Stephens Foundation customers, constituents, partners, stakeholders and online communities. The intern will assist in maintaining the Agency's organizational presence on various social media platforms and help create and publish content that is relevant to the Agency's audience. This internship will benefit someone who is interested in marketing, media relations, public relations, community organizing and relations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist with relevant projects undertaken by the Director of Public Relations to include but are not limited to seminars, groundbreaking, receptions, presentations and speech writing
- Assist in managing the Agency's social media platforms including the Agency website, Facebook and Twitter
- Promote events and programs through digital promotion and gain experience in social media platforms and the too
- Post updates, news and announcements on social media accounts in a manner that invites conversation and interaction



- Create content and update social media accounts with current and relevant photos and videos from Agency events

KNOWLEDGE AND QUALIFICATIONS:

- Currently enrolled at an accredited college or university seeking a undergraduate and/or graduate degree
- Preferred majors include: Communications, Marketing, Mass Communications, Media Relations, Public Relations, Strategic Communications or Community Relations
- Have at least a 2.75 grade point average
- Strong written and verbal communication skills

BENEFITS INCLUDE:

- Hands on experience in public relations which can lead to ongoing career opportunities
- Letter of Recommendation after completing at least 6 months of services
- More than 50% of work is virtual and does not require in person communication
- Mentorship and coaching to enhance career development
- Invaluable sense of pride from giving to the community

APPLICATION: To apply, please submit a cover letter and resume demonstrating your qualifications to Joycelyn Wormley at jwormley@tsfound.org.

Application Deadline: **OCTOBER 31, 2018.**

For more information contact:

The Stephens Foundation at info@tsfound.org, or visit our website at www.tsfound.org.