



Public Relations and Marketing Internship Spring 2012

Overview

This volunteer intern provides support to and completes specific tasks as assigned by the Director of Public Relations & Marketing. Internship hours are flexible based on the student's schedule and the school's requirements for credit completion. The Komen St. Louis Affiliate's office hours are 9 am-5 pm Monday through Friday, plus some evenings and weekends.

Accountabilities

The intern will work on a variety of communications and marketing projects and be involved in as many learning opportunities as possible throughout the semester, including:

Event Support - assist with planning and promoting Affiliate events

Media Relations - write and edit news releases, prepare media kits, assist with media pitches

Project Management - handle multiple tasks and meet multiple deadlines

Publications - write, edit and design content for e-communications, newsletters and website

PR Committee - attend committee meetings and follow up with assigned responsibilities

Research - conduct research as needed for special projects

Social Media - assist with communications through Facebook, Twitter and other platforms

Strategic Planning - help to prepare, develop and implement public relations and marketing plans

Qualifications

- Pursuing a degree in communication, public relations, journalism, marketing or related field
- Excellent communication skills
- Strong writing and editing skills
- Social media experience
- Design skills with at least basic knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Adaptable and flexible
- Ability to handle multiple tasks and willingness to learn
- Ability to work independently and within a team
- Interest in working for a nonprofit organization

About the Komen St. Louis Affiliate

The St. Louis Affiliate of Susan G. Komen for the Cure® is working to better the lives of those facing breast cancer. Since 1999, the Affiliate has invested more than \$16 million in community breast health programs in 17 counties in Eastern Missouri and Southwestern Illinois. Our vision is a world without breast cancer. Our mission is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

To apply, send resume and cover letter via email to:

Janet Vigen Levy, Director of Public Relations & Marketing - jvigenlevy@komenstlouis.org

Application deadline: January 6, 2012

Applicants must have a mode of transportation to get to and from the office at 9288 Dielman Industrial Drive, St. Louis, MO 63132 (in Olivette near the intersection of Olive Blvd. and I-170)