



COMMUNICATIONS INTERN

Position Description

The St. Louis Community Foundation (STLCF) is dedicated to helping St. Louisans put charitable dollars to work making a difference in the lives of others within our region, across the nation, and around the world. One of the nation's first community foundations, the St. Louis Community Foundation was founded in 1915. We are a 501(c)(3) public charity, composed of nearly 600 charitable funds, with total assets of approximately \$400 million. Each fund represents a unique charitable-giving partnership with an individual, family, or business. Since 2012, the Foundation has distributed more than \$275 million on our donor's behalf.

Position

Communications Intern

Description

The St. Louis Community Foundation's Community Engagement team is seeking a dynamic and creative self-starter to assist marketing and communications efforts with a specific focus on Give STL Day - a community-wide, 24-hour, online day-of-giving event, designed to benefit our community's nonprofits.

This internship is an excellent opportunity to experience various aspects of communications and marketing while learning about the St. Louis philanthropic landscape.

Position Overview

This position's primary responsibility is to be a member of the community engagement team providing support to the Director of Community Engagement and Communications Coordinator with the following tasks:

- Successful implementation of Give STL Day, a community-wide, 24-hour, online day-of-giving event, designed to benefit of our community's nonprofits on May 2, 2018.
- Community event planning, social media management and website maintenance.
- Engagement with community partners and nonprofits to build and sustain strong relationships.

Responsibilities

- Update and maintain Give STL Day website.
- Update and maintain Give STL Day and STLCF social media presence include scheduling updates for Facebook, Twitter, and LinkedIn.
- Assist in planning, writing and managing newsletters, web copy, presentation materials and/or scripts for Give STL Day.

- Draft, distribute and pitch news releases, media alerts and other stories for Give STL Day.
- Design flyers, graphics, e-vites and other marketing materials for Give STL Day.
- Create and curate engaging content for websites, ads, newsletters, social media accounts and other marketing materials as needs arise.
- Collaborate with staff on new ideas, directions and venues for marketing and communications.
- Plan and attend Give STL Day trainings.
- Collaborate with community engagement team on the development of marketing and social media strategy plans.
- Communicate and build relationships with community-based initiatives and nonprofits.
- Provide support for live day-of-event social media and press interactions.

Qualifications

- Firm grasp and understanding of available tools and platforms in the social media space.
- Completed or working toward a college degree; ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, digital marketing and/or social marketing studies.
- Previous internship or related experience in marketing or communications is a plus.
- Experience with website/database management and Adobe Creative Suite (Photoshop, InDesign, Illustrator) preferred. Knowledge of HTML and graphic design a plus.
- An effective communicator, both written and oral.
- Ability to communicate in a professional manner.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Enthusiasm for the mission of STLDCF and Give STL Day

This is intended to describe the general nature and level of work, and this is not an exhaustive list of all responsibilities, duties, and skills required. Interns may be required to perform duties outside their normal responsibilities.

Start Date

Position open until filled, requires 3 – 6 month commitment.

Hours

8 – 12 hours/week; preferably twice a week in the office located at #2 Oak Knoll Park in St. Louis, MO 63105

Compensation

This is an **UNPAID**/Volunteer internship

Student Benefits

This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in a nonprofit environment.

- Hands-on experience to build portfolio and professional contacts
- School credit, depending on the requirements

How to Apply

This internship is for currently enrolled students. Please do not apply if you are looking for a full-time position.

Send a resume, cover letter, two writing samples and any graphic design samples (if applicable) to:
Neosha Franklin, nfranklin@stlgives.org
Subject Line: Internship Application (Communications)