

Susan G. Komen® Central Indiana Communications and Marketing Intern

Reports to: Communications Manager

Position Status: Intern (unpaid)

Time Commitment: Minimum of 15 hours per week - Fall, Spring or Summer semester

Overview:

Komen Central Indiana is looking for an ambitious Marketing and Communications Intern who would like to develop skills related to media relations, branding and key messaging, event promotion, social media planning and execution, website management and more, while helping to raise awareness about breast health services in central Indiana.

Primary Responsibilities:

- Assist with development, organization and execution of communication campaigns and initiatives
- Update and maintain social media presence, including planning, monitoring, posting, scheduling and reporting for Facebook, Twitter and Instagram
- Assist in planning and writing monthly e-news content and survivor stories
- Maintain communications programs and event calendars
- Collaborate with team on new ideas and tools for marketing and communications
- Design and/or update brochures, presentations, graphics, evites and other marketing materials
- Monitor relevant news and trending topics within our 41-county service area
- Draft, distribute and pitch news releases, media alerts and other stories
- Other duties as assigned

Qualifications and Skills:

- Strong communication skills, both written and verbal
- Firm grasp of available tools and platforms in the social media space
- Understanding of the basic principles of public relations and/or marketing
- Team-oriented attitude with ability to work under pressure and manage projects simultaneously
- Comfortable discussing breast health and cancer-related topics
- Comfortable using various technologies, including Microsoft Office
- Knowledge of graphic design (Adobe Creative Suite) and WordPress CMS a plus

Benefits:

- Opportunity to gain insight into the non-profit sector
- Hands-on environment with individuals who respond to critical community issues
- Develop above entry-level communications and marketing skills
- Depending on skillset and interest, this position also has the potential to work in tandem with our Event Coordinator Intern and alongside our Development Director on special events projects

To Apply:

Please submit resume and cover letter to info@komencentralindiana.org. Please put intern job title and your first and last name in the subject of the email.

Susan G. Komen Central Indiana's mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.