



Communications Intern

Part time, volunteer position

Department

Development

Reports to

Director of Communications

Description

Directly assist the Director of Communications with our current PR & wish story outreach to local publications, with a primary focus in the Spanish-speaking market.

Duties

- Write wish stories for publicity
- Develop relationships with Spanish-speaking media
- Oversee wish story pitches with Spanish-speaking media
- Assist with social media content and posting
- Other duties as they arise

Requirements & Expectations

- A commitment of 10-20 hours per week on a consistent schedule
- Complete projects in a timely and professional manner
- Enthusiasm for the Make-A-Wish mission and the families we serve
- Willingness to learn and be a part of the Make-A-Wish culture, goals, vision and values
- Strong attention to detail and ability to work independently to complete projects proactively
- Comfortable speaking English and Spanish efficiently and professionally (required)
- Strong written communication skills*
- Familiarity with Microsoft Office applications
- Experience working with Raiser's Edge software a plus
- Administrative / data management experience a plus
- Experience working in PR or media/news outlets a plus

**Applicants are strongly encouraged to include writing samples (in English &/or Spanish) or links to published work in your application if you are interested in this position.*