

Communications Intern

Communications Intern needed for the spring of 2010

Any interested candidates can email their resume and cover letter to:

Jamie Hornbaker
Director of Communications
United Way of Greater Topeka
Jamie.hornbaker@unitedwaytopeka.org

Primary Responsibilities

Responsible for the day-to-day communications support at United Way of Greater Topeka including:

- Public Relations
- Social Media
- Event Planning
- Marketing
- Publication writing and publishing

Secondary Responsibilities

- Research story topics and current events to be used in media efforts
- Promote the work of United Way's impact areas
- Promote the work of United Way's corporate and community partners
- Coordinate press conferences
- Attend a minimum of one United Way Communications Committee meeting
- Assist with any miscellaneous marketing and public relations efforts
- Final project (*Project to be determined depending on intern progress*)

Internship Requirements

- Intern should be majoring in Communications or Mass Media at a four-year university
- Must be available to work 2-3 days per week at United Way offices in Topeka, Kansas
- Strong writing skills and effective communicator
- Self-motivator who can work independently and on a team
- Ability to navigate design software, primarily Adobe CS