

United Way of Southeast Missouri



Position Description: Communications Intern

We are looking for one communications intern per semester. Marketing, PR, Communications or related majors are encouraged to apply.

The United Way of Southeast Missouri serves as the leader in uniting people to build a stronger and healthier community. Our goal is to create lasting change that prevents problems from happening in the first place. We're committed to **STRENGTHENING FAMILIES**. We want to ensure that children will grow to be successful in life, families are financially self-sufficient, our elderly and disabled live as independently as possible, our citizens reach out to help our community.

Qualifications:

- MUST BE at least a current college Junior.
- Minimum 2.8 GPA
- Flexible schedule, 10-20 hours per week
- College credit and \$50-\$350 stipend based off of job performance

Primary Duties: Work with Director of Development in marketing and promoting United Way of Southeast Missouri to the donors and community. Activities may include but not limited to:

- provide support to campaign related special events, workplace giving programs, and volunteer trainings
- work with staff to develop solicitation materials and mailing lists
- assistance with annual fundraising campaign planning and promotions
- write press releases on upcoming events
- market and secure Caring Club businesses (Fall)
- secure Step Up prize sponsors (Spring/Summer)
- help organize annual Golf Tournament (Spring)

Performance Skills Desired:

- Superior written and oral communication skills and great listening skills
- Basic knowledge of MS Office, Publisher and/or Adobe Creative Suite

To Apply submit cover letter and resume to:

Holly Lintner
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