



Komen Northwest Ohio Communications Intern

General Description: The internship will encompass the Northwest Ohio Affiliate daily operations including the administrative and logistical needs of the office, communications, marketing, public relations, and special projects as assigned.

Compensation: This non-profit organizational internship is unpaid. Komen Northwest Ohio does work with universities to meet any educational requirements for you to receive school credit through an accredited organization.

Time Commitment: 12-15 hours per week required. Komen Northwest Ohio office hours are 9:00 a.m. – 5:00 p.m., Monday – Friday. Some weekend hours may be required.

Specific Responsibilities:

- Help identify, write and publish stories featuring Komen Northwest Ohio grantees, breast cancer survivors, volunteers, and fundraisers.
- Help create and monitor content for social media marketing communications
- Write news releases and perform follow-up calls to key media contacts.
- Assist with monthly e-newsletter creation.
- Attend events as a Komen Northwest Ohio representative, shooting photos/video and writing stories.
- Create a system for filing Komen Northwest Ohio media clippings
- Monitor news articles posted on Komen.org
- Update Affiliate online photo albums
- Assist with answering phones, light clerical work, and data management needs as assigned.

Skills Required:

- Strong interpersonal, verbal and written communication skills
- Excellent interview and journalism-style writing skills
- Proficient using Microsoft Office
- Excellent copy-editing and proofing skills

Education Required: College student who has completed a minimum of 24 credit hours and pursuing a communications or journalism degree

To apply, send your resume and cover letter to info@komentnwohio.org.