

Summary

Union Mission's Community Outreach internship provides promising undergraduate and graduate students the opportunity to gain practical work experience in the areas nonprofit management, marketing, and volunteer coordination.

Responsibilities

This internship includes, but is not limited to, volunteer management, program development and design, the coordination of events and volunteers, and organizational communication. It also involves communication initiatives directed toward Union Missions, volunteers, and legislators which includes public relations, media relations, message design, health communication, and mass media.

As an intern, you will gain valuable work experience with an opportunity to participate in advocacy and outreach campaigns and expand your knowledge of the communication process.

Responsibilities include:

- Design materials for public education
- Work with the Marketing & Community Outreach Coordinator to create promotional material, brochures, and other written material for the media, general public, and homeless individuals
- Compose communication materials to be distributed to the general public
- Prepare materials to be distributed at events, such as flyers and outreach material
- Accompany the Marketing & Community Outreach Coordinator at local events to speak on behalf of Union Mission
- Input data collection

Requirements

Interns must be currently enrolled in a degree program at an accredited college or university; maintain a minimum GPA of 2.0.

Additional requirements:

- Excellent communication and writing skills
- The ability to work with a team to plan, and execute all logistical items necessary to execute a well-organized events

- Working with a team to coordinate staffing and volunteer requirements
- Proficient in word , power point and excel

To Apply for this Opportunity

To apply for this position please email a copy for your resume to Ebressler@unionmission.org.