



Girls Incorporated of Chattanooga® Intern Announcement

Communications Intern

The Development and Communications Department at Girls Incorporated seeks an UNPAID part-time intern for 15-20 hours/week during the fall semester. This position reports directly to the Director of Development and Communications and is responsible for assisting with all communications functions for the organization. This is an excellent opportunity to gain first-hand experience in communications and create a professional-level portfolio, network with other communications professionals and attend training opportunities when possible.

Key responsibilities include:

- Assist with media relations
- Write press releases, newsletter stories, website copy and other material for publications as needed.
- Assist with special events including:
 - Blasts Off! on Friday, September 26
 - Kick It for Girls Kickball Tournament on Saturday, October 18
 - Girls Inc. Regional Conference, Thursday-Saturday, November 6-8
- Maintains social network pages and profiles, assists with updating blog, Twitter, web site and other social media platforms
- Generates ideas to push into social media content
- Assists with maintaining Salesforce.com
- Maintains media lists
- Assists with promotion of Girls Inc. after-school and in-school programs and fall break camps
- Writes e-newsletter and maintains iContact e-mail program
- Other administrative tasks as needed

Requirements:

- Excellent writing skills with a solid knowledge of Associated Press style
- Enthusiasm for social media as a communications strategy
- Strong research and brainstorming skills
- Interest in non-profit communications
- Detail-oriented
- Creative
- Able to multi-task and work in a fast-paced environment

- Knowledge of HTML or technology is helpful
- Dedication to field of public relations and strategic communication

Girls Incorporated® of Chattanooga is a non-profit organization that was founded in 1961 to support the needs of all girls by educating them to take risks, to speak their minds, to advocate healthy lifestyle choices, to protect their rights and to strive for academic excellence. Our mission is to inspire all girls to be strong, smart, and bold by providing a healthy and positive environment where girls can enjoy being girls; by providing enriching programs that nurture their capacity for personal achievement, confident adulthood, and economic independence; and by advocating for an equitable society.

Girls Incorporated of Chattanooga is committed to diversity and to providing equal opportunities for all the girls we serve. In addition, it is our philosophy and policy to treat employees and applicants for employment fairly and without regard to race, sex, religion, color, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, sexual orientation, political belief, gender identity, HIV status or other non-job-related factor, as required and defined by law.

Submit your resume and cover letter to aroyer@girlsincofchatt.org.