



TITLE: Communications Intern
STATUS: UNPAID, College Credit
DEPARTMENT: Boys & Girls Clubs of Muncie
REPORTS TO: Chief Operating Officer
HOURS: 20-25 hours per week, flexible schedule
DURATION: Fall, Spring and Summer Internships Available
LOCATION: Boys & Girls Clubs of Muncie—Madison Street Unit

TO APPLY: Send a resume and cover letter to Qiana Clemens qclemens@bgcmuncie.org
For Fall Applicants: Deadline is August 15
For Spring Applicants: Deadline is January 5
For Summer Applicants: Deadline is April 30

PRIMARY FUNCTION:

The Boys & Girls Clubs of Muncie is proud to announce the availability of an exciting Internship with the Boys & Girls Clubs of Muncie for those college students seeking to learn more about the nonprofit industry. Only students seeking class credit will be considered, as this is a paid internship.

The Communications internship is a great opportunity for someone looking for a career in nonprofit management, corporate sponsorships, resource development, special events and communications field to serve in a vital role to support the mission of BGCM. Candidate must be energetic, self-motivated, a team player, results-oriented, pay attention to detail and be dedicated to the achievement of personal and team goals. This Internship requires a candidate with confidence in interpersonal communication, solid writing skills, attention to detail and a passion for making a difference in the lives of the youth of the Muncie Area.

The selected candidate for the Internship will be to support the Operations team in planning, organizing and executing daily program activities, fundraising activities, special events and community engagements.

The specific responsibilities of the Intern include, but not limited to, the following:

- Help plan and implement signature events, individual giving campaigns, and other marketing activities;
- Writing and sending recognition and appreciation communications to donors;
- Managing mailboxes and responding to inquiries;
- Contact vendors and businesses to request bids for events and activities;
- Contact local businesses for support – in-kind, sponsorships, third party events, gifts;
- Maintain and update database, spreadsheets tracking all donations, expenses and vendors;
- Attend committee meetings, record notes, send notes in follow-up emails;

- Attend promotional events as necessary- occasional night or weekend hours;
- Understanding and leveraging social media including Facebook, Twitter, Instagram and SnapChat
- Writing letters, articles and social media posts
- Contacting and visiting local vendors and business to pick up contributions.

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Required Skills and Experience

- Ability to pass criminal background check
- HS Diploma/GED
- Major in a degree related to position
- Must be receiving college credit
- Solid writing and interpersonal communication skills;
- Proficiency with Microsoft Office applications, internet and e-mail

Desired Skills and Experience

- Basic design skills (flyers/handouts, etc) are desirable;
- Ability to prioritize and handle a variety of assignments simultaneously;
- Attention to detail
- Problem solving skills and personal accountability;
- Be a team player, able to function within a dynamic environment;
- Have an automobile and valid driver's license and insurance;
- Ability to lift up to 35 lbs.