



Communications and Marketing Internship

Overview

This volunteer intern provides support to and completes specific tasks as assigned by the Director of Communications & Marketing. Internship hours are flexible based on the student's schedule and the school's requirements for credit completion. Komen Missouri's office hours are 9 am-5 pm Monday through Friday, plus some evenings and weekends.

Accountabilities

The intern will work on a variety of communications and marketing projects and be involved in as many learning opportunities as possible throughout the semester, which may include:

Event Support – assist with planning and promoting Komen Missouri events

Media Relations – write and edit news releases, prepare media kits, assist with media pitches

Project Management – handle multiple tasks and meet multiple deadlines

Publications – write, edit and design content for e-communications, newsletters and website

PR Committee – attend committee meetings and follow up with assigned responsibilities

Research – conduct research as needed for special projects

Social Media – assist with communications through Facebook, Twitter and other platforms

Strategic Planning – help to prepare, develop and implement public relations and marketing plans

Qualifications

- Pursuing a degree in communication, public relations, journalism, marketing or related field
- Excellent communication skills
- Strong writing and editing skills
- Social media experience
- Design skills with at least basic knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Adaptable and flexible
- Ability to handle multiple tasks and willingness to learn
- Ability to work independently and within a team
- Interest in working for a nonprofit organization

About Susan G. Komen® Missouri

The mission of Susan G. Komen® Missouri is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures. Komen Missouri is focused on meeting the breast health needs of the women, men and families most at risk and most in need in our community. Since 1999, Komen Missouri has invested more than \$30 million in local breast health programs in our 38-county Missouri/Illinois service area and \$9 million in breast cancer research. Our vision is a world without breast cancer.

To apply, send resume and cover letter via email to:

Janet Vigen Levy, Director of Communications & Marketing

jlevy@komenmissouri.org

Applicants must have a mode of transportation to get to and from Komen Missouri's Greater St. Louis office at 9288 Dielman Industrial Drive, St. Louis, MO 63132 (in Olivette near the intersection of Olive Blvd. and I-170)