



## Public Relations and Marketing Internship

### Overview

This volunteer intern provides support to and completes specific tasks as assigned by the Director of Public Relations & Marketing. Internship hours are flexible based on the student's schedule and the school's requirements for credit completion. The Komen St. Louis Affiliate'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 Affiliate 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 the Komen St. Louis Affiliate

The mission of the St. Louis Affiliate of Susan G. Komen for the Cure® 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 St. Louis 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, the Affiliate has invested more than \$19 million in local breast health programs in our 17-county Missouri/Illinois service area and \$8 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 Public Relations & Marketing - [jvigenlevy@komenstlouis.org](mailto:jvigenlevy@komenstlouis.org)**

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