



## Communications and Events Intern

Spring, Summer and Fall Positions Available

The Child Study Center (CSC) is a non-profit organization providing diagnosis and treatment services to children who have, or at risk for, developmental disabilities and related behavioral and emotional problems. The CSC Foundation works to raise awareness and funds which benefit the Center and support scholarship opportunities at the Jane Justin School, Autism Services and diagnostic/treatment services for uninsured children. We are looking for someone who is interested in gaining meaningful experience and is dedicated to advancing the mission of Child Study Center.

We are seeking a passionate individual who has an interest in Communications, Public Relations, and Events. The Communications and Events Intern will be a part of the Foundation team assisting with: media outlets and contacts, special event fundraisers, writing material for newsletter, press releases and internal communication.

### **Responsibilities include:**

- Assist the foundation with planning three major fundraising events
- Coordinate and layout event invitations
- Format and writing material for Center Newsletter and staff newsletter
- Assist with set-up and print materials for all committee meetings
- Various letters to potential and past donors
- Contact vendors for events and in-kind donations
- Writing and editing press releases
- Maintain press clippings
- Submit photos and event info to area media outlets
- Other responsibilities as assigned

**Minimum Qualifications:** Student or recent graduate with major in advertising, public relations or other related subject. Basic knowledge of Adobe In-Design, Photoshop, Acrobat, and Microsoft Office. Strong writing and organization skills are required. Keen attention to detail and a willingness to take initiative. Prefer Advertising/Public Relations Major or other related majors.

This is an unpaid position, and no stipend is offered. CSC does not pay transportation or housing costs. However, we can work with your school if you are interested in pursuing course credit through this internship.

Please submit resume, cover letter and two writing samples to **Katherine Hooker** at [khooker@cscfw.org](mailto:khooker@cscfw.org). For more information please visit us at [www.cscfw.org](http://www.cscfw.org).