

Indiana Youth Services Association (IYSA) Communications Internship Job Description

Goal: Assist IYSA with all communications related tasks. To build/build on a sustainable marketing foundation.

Overall Tasks:

- Update and maintain IYSA's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing Newsletters
- Assist in writing promotional language, press releases, and other stories for various IYSA programs
- Design flyers, graphics, e-vites and other marketing materials
- Help track and send reminders for event registrations
- Special marketing as needed; potential for additional projects

Special Events:

- Grand Royale (themed fundraiser)
- Golf Outing (fundraiser)
- IYSA Professional Development Retreat

Qualifications:

- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong organizational skills
- Excellent computer skills with experience in social media & Microsoft Office
- Ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- Ability to work well under pressure and meet deadlines
- Openness to learning and growing within the internship experience

Schedule:

- Up to 80 hours per month (not exceeding 40 hours in one week)
- \$7.25 per hour compensation
- Approximately 14 weeks (one academic term)

Ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, or digital communication for business development, with a passion for supporting youth. Specific days and number of hours per day are flexible and can be negotiated based upon work load. Work locations will vary between Indianapolis office, remote work, and meeting /special event sites. This posting is intended to describe the general nature and level of work and this is not an exhaustive list of all responsibilities. Interns may be asked to contribute to duties outside their normal responsibilities.

