



2015 Internship Opportunity

Title: External Relations Intern

Volunteers of America of Kentucky seeks a student intern majoring in communications, journalism, English, marketing, design or related field who is interested in learning about all facets of communications, marketing, donor cultivation and management, grant writing, research, and community engagement for a large human service organization. The ideal candidate should possess creative, editorial, and organizational skills as well as a willingness to adapt quickly in a fast-paced environment. Training and supervision will be provided by members of the External Relations team.

The candidate is expected to be available 10-20 hours per week, primarily during standard business hours.

The successful candidate will benefit from learning opportunities through hands-on experience in these areas:

- Writing/interviewing
- Copy editing/fact-checking
- Graphic design (knowledge of Adobe Creative Suite including InDesign, Photoshop, and Illustrator is preferred)
- Photography/videography
- Website content management
- E-mail marketing
- Media relations (pitching stories to reporters)
- Research
- Preparing in-house marketing/communication materials (printing, cutting, creating packets, etc.)
- Grant research for public and private funders
- Grant writing and administration assistance
- Program development
- Public policy and issue advocacy
- Volunteer management
- Community engagement
- Other administrative tasks (very minimal)

Other requirements:

- Transportation: access to a vehicle when needed (VOA will reimburse mileage)
- Availability to help occasionally with events outside of normal work hours (evenings and weekends)

Interested candidates should send a résumé and cover letter to Claire Sheehan, Creative Services Manager, to ClaireS@voaky.org. No phone calls, please.

This is an un-paid internship.

Please visit www.voaky.org for more information about Volunteers of America.