

# RIVER GREEN OUTREACH

Job Posting Form



Job Title	Communications – Marketing and Media Relations Intern		
Location	Virtual/Telecommute (see Other Requirements below)		
Skills	Writing Media Relations Social Media/Online Marketing	Type of position: Intern (unpaid)	Spring/Summer 2010 Hours: 10-15 / week

## GENERAL DESCRIPTION

River Green Outreach is a 501(c)(3) non-profit corporation that works to meet community needs by mobilizing support and making volunteering easy and meaningful in our neighborhood. Our programs serve individuals, groups, youth and families, educators, businesses... anyone looking to volunteer, as well as organizations looking for volunteers... nonprofits, faith-based or community-based organizations, government agencies, schools and more. River Green Outreach has many special projects/events planned for 2010 including Earth Day event, Supporting Heroes Day (honoring community heroes: firefighters, police, teachers, nurses, and volunteers), and other monthly projects to serve seniors, underprivileged children, children's cancer causes, animal rescue, adopt-a-soldier, and more.

The intern's primary responsibilities will be:

1. Write articles for monthly e-newsletter, website, and community publications (find article ideas, conduct interviews, and write articles).
2. Media Relations: contact local media outlets and utilize community calendars and websites for posting and advertising upcoming events. Research free media and marketing opportunities.
3. Social Marketing: maintain Facebook pages and develop strategy for maximizing/expanding social media marketing.
4. Web: Update and maintain the River Green Outreach website.
5. Content development and graphic design for printed materials (flyers, signs, posters, brochures, etc.).
6. Events: assist with planning for River Green Outreach monthly events/activities.
7. Take pictures at River Green Outreach events.

## WORK EXPERIENCE REQUIREMENTS

- Experience or coursework in marketing and communications
- Excellent writing and communication skills
- Enthusiastic, self-motivated work style. Able to organize time and work independently
- Must be highly proficient working with computers and a wide range of software
- Education, training, or experience in graphic design and knowledge of graphics software

The following qualifications are highly desirable:

- Coursework or experience with media writing
- Web design experience
- Interest in community outreach, volunteer, and non-profit organizations

## OTHER REQUIREMENTS

- This position is virtual with occasional face-to-face meetings and activities in Canton, GA (River Green community). You should have access to a personal computer, internet, phone, and be willing to donate about 10-15 hours a week. Schedule can be flexible so long as the individual shows self-motivation.

## HOW TO APPLY

Submit a cover letter and resume to [BiancaCummings@comcast.net](mailto:BiancaCummings@comcast.net). Please put "Communications – Marketing and Media Relations Intern" in the subject line.