**Job Description: Communications Intern**

The goal of MCCOY’s Communications Department is to increase awareness, use and respect of MCCOY’s programs and initiatives. Effective communication ensures a consistent image for MCCOY’s brand, builds a community of engaged stakeholders, brings relevancy to MCCOY and the youth development field, shares resources and valuable information to community members and provides a forum for conversations about important youth issues.

The Communications Intern would work with MCCOY’s Communications Director, Jacie Farris, to implement various aspects of MCCOY’s communications strategy. The current communications strategy includes marketing, advertising, graphic design, social media, community relations, digital communications and promotions.

This part-time position would require 20-25 hours of work per week from January 2018 through August 2018 (start and end dates will be finalized with the chosen candidate). Hours are flexible, but must be completed at MCCOY’s office between 9 a.m. and 4 p.m. Monday through Friday. Exceptions to this rule should be approved by the Communications Director. Please note that events occasionally take place on weekends and evenings, and the Communications Intern would be expected to help with some of these events as he or she is available. If the chosen candidate would like to earn college credit for his or her service, MCCOY is happy to work with the individual’s school to secure that opportunity. The Communications Intern will receive a $4000 stipend in four installments during the course of the internship.

**Job Responsibilities:**

* Updating the events calendars on MCCOY’s website and the Youth Activity Directory app weekly
* Assisting in writing, posting, scheduling and monitoring social media content
* Photographing events
* Staffing MCCOY tables at community events as assigned (involves some weekend hours)
* Assisting with event and fundraiser management
* Redesigning promotional materials and flyers for MCCOY programs as assigned
* Redesigning MCCOY’s newsletters
* Finding, organizing and inserting information into MCCOY’s two newsletters on a monthly and quarterly basis
* Assisting with app updates
* Creating graphics for print and online use
* Proofreading newsletters, press releases and mass emails
* Researching media markets and community connections
* Attending staff and partner meetings as assigned
* Organizing MCCOY’s contact lists and media lists
* Assisting with website updates
* Assisting with social media strategies, specifically with the creation of an Instagram account
* Assisting with other tasks as assigned

**Job Requirements:**

* Knowledge of graphic design and photography
* Exemplary writing skills
* Professional attitude, timeliness and organization skills
* Knowledge of basic coding and WordPress is preferred
* Knowledge of marketing and fundraising campaigns is preferred
* Past experience with youth is preferred
* Bachelor’s degree, or credit towards completion of a bachelor’s degree, in public relations, journalism, communications or related fields

**Major Projects:**

* Youth Activity Directory updates (January through March)
* Golf Outing (May)
* National Summer Learning Day activities (July)

**Interested applicants can send a resume, cover letter, two writing samples and two references to Jacie Farris at jacie.farris@mccoyouth.org.**