

AMERICAN RED CROSS

PUBLIC RELATIONS/COMMUNICATIONS INTERN

PREFERRED QUALIFICATIONS:

- A student pursuing a bachelor's or master's degree in marketing/communications, public relations, media, or English
- Great writing and oral communications skills
- Must be computer literate (knowledge of Microsoft Office)
- Excellent organizational and interpersonal skills
- Ability to multitask, prioritizes and meets deadlines
- A desire to learn

Preference given to students obtaining a minor in nonprofit studies.

NOTE:

The Mississippi Region American Red Cross seeks an enthusiastic, motivated and dependable intern to assist the region's director of communications and marketing manager. This internship is an incredible opportunity to gain excellent professional experience in a non-profit environment and to network with area professional communicators in the fields of public relations and media.

RESPONSIBILITIES:

- Attend face to face orientation with Director of Communications either in Hattiesburg office or Flowood office.
- Assist with story writing for the ARC website and social media (may assist with posting)
- Work with Director of Communications to Interview Clients
- Act as ARC photographer at special events around the Hattiesburg area
- Conduct research for articles
- In coordination with the Director of Communications to schedule, coordinate and attend various events
- Perform administrative duties
- Build and update media contact list

Most work for this internship will take place during regular business hours (8:30 – 4:30) some events may take place during evening and weekend hours (maybe one or two per semester).

Location: Hattiesburg Office of the American Red Cross, 2020 Hardy St., Hattiesburg, MS 39401

Transportation: Interns with valid driver's licenses will be eligible to drive Red Cross fleet vehicles while on official Red Cross business.

Hours: 8-20 hours/week, preferably twice a week in the office, work can be completed remotely. Attendance at meetings will count towards your hours

Compensation: This is an unpaid internship

To apply: Send cover letter and resume to Tina Sweeten at tinora.sweeten@redcross.org,

