



Position Description

POSITION TITLE: Communications Intern

REPORTS TO: Community Resource Director

POSITION SUMMARY:

Assist Community Resource Director with the implementation of the Foundation's communications plan, development of an integrated media plan, and compilation of standards compliance books. While assisting with ongoing community relations, this position would be responsible for assessing social media trends and creating effective strategies for connecting with the next generation of philanthropists.

DUTIES AND RESPONSIBILITIES:

The Communications Intern is responsible for the following:

- Assist in enhancing the functionality of current website and developing strategies to interconnect website and new media
- Create and maintain web-based interaction and connections that promote the mission of the Foundation and nonprofit initiatives throughout Porter County
- Develop a pilot program to encourage and facilitate online giving
- Assist with news releases and the production of impact testimony videos
- Assist with donor relations by capturing oral interviews and data entry
- Assist in the compilation of the Foundation's standards compliance books
- Attend Foundation functions and carrying out other duties and responsibilities as may be assigned by the Community Resource Director or Vice President.

SKILLS/CHARACTERISTICS:

- Currently pursuing bachelor's degree in communications, marketing, new media, journalism, business or closely related field
- Possess excellent interpersonal and communication skills; experience in writing human interest stories preferred
- Proficient in latest Microsoft office programs and web and social media applications
- Experience with new media, cause marketing and working in a nonprofit work environment desired
- Possess strong organizational skills and ability to work independently.

The Porter County Community Foundation is a tax exempt, charitable organization whose mission is to lead, unite and promote philanthropy to positively impact lives today, tomorrow and forever. The Foundation exists to connect donors to the causes they care about most. Since its inception in 1996, it has grown to nearly \$30 million in assets awarding over \$1.5 million in grants annually to meet the ever-changing needs in our community.