

## Fall 2019 Communications Internship CHILDREN AT RISK – Houston

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CHILDREN AT RISK is offering an unpaid and extraordinary learning opportunity for development, marketing and communications focused individuals. The Communications Intern will have the opportunity to learn from an experienced and driven team of development and program area professionals and work on the essentials of non-profit communications work. This is a unique position that will enable the selected candidates to understand the day-to-day operations and communications needs of a successful, macro-level non-profit organization.

CHILDREN AT RISK serves as a catalyst for change to improve the quality of life for children through strategic research, public policy analysis, education, collaboration and advocacy. Our issue areas include education, parenting, human trafficking, and health & nutrition.

### **Key responsibilities include:**

- Assist the development and program area teams in publicizing events, forums and fundraisers through multiple media channels
- Create a social media and newsletter calendar to optimize and maximize messaging and market reach.
- Assist in implementing a 30th anniversary campaign.
- Assist in proof-reading solicitations, grant applications, reports and other material as needed.
- Assist in the creation of newsletters.
- Work with Donor Perfect database to maintain and update contact records.
- Communicate with constituents about organizational activities and events across multiple media.
- Participate in social activities such a happy hours.

### **Preferred Qualifications:**

- Ability to work independently as a self-starter, as well as a team member.
- Strong written and verbal communication skills for both internal and external audiences.
- A strong desire to learn about fundraising, communications and marketing for a non-profit.
- Attention to detail.
- Provide personal laptop with Microsoft processing capabilities.

This position will be adapted to the selected candidate's interests, self-identified strengths and availability. Although this internship is **unpaid**, benefits include a fun and engaging office atmosphere and a recognition for tangible products that will benefit the organization beyond the spring term.

**Application Instructions:** Our positions are competitive and fill quickly. Interested candidates should submit a letter of interest, resume, and three references to Jennifer Sudkamp at [jsudkamp@childrenatrisk.org](mailto:jsudkamp@childrenatrisk.org). For more information about CHILDREN AT RISK please visit [www.childrenatrisk.org](http://www.childrenatrisk.org).

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.