

PROJECT ANGEL HEART

PR & Media Relations Internship

Reports to: Public Relations and Media Coordinator

Position Status: Intern

Amount of Time: Up to 32 hours per week, Monday – Friday (days are flexible)

Position Summary: Work beside the Public Relations and Media Coordinator to provide public relations and communications support for Project Angel Heart with emphasis on multimedia production, design work, corporate sponsorships and media relations.

Position Benefits: Project Angel Heart offers the opportunity for someone to learn the industry standards for public relations, marketing, media and communications at a well established non-profit, and to identify unique opportunities that broaden the reach of Project Angel Heart in the community. Skill development and experience will include: Audio, video and graphic design production, writing development, pitching media, social media marketing, web maintenance, internal organization communications, communication strategy, public speaking and more.

Essential Duties/ Responsibilities Include:

- Oversight of printed collateral, ensuring strategic and consistent messaging. Includes in-house audio and video production, as well as in-house and contracted graphic design.
- Assist in aggregating and writing content for print materials, such as the annual report, donor newsletters and direct mail
- Assist in nurturing and building relationships with sponsors, ensuring that mutual expectations are well communicated and met
- Provide support and maintenance for Project Angel Heart's website, as well as social media presence
- Assist in the development of internal organization-wide communication efforts

Preferred Qualifications:

- Dependable
- Excellent oral and written communication and organizational skills; excellent proofreading and copy editing skills
- Excellent customer service and interpersonal skills
- Detail oriented and accurate
- Computer proficiency; prefer extensive experience with Microsoft Office / Adobe Design Suite / Multimedia editing tools / media production equipment
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Ability to balance, prioritize, and perform multiple tasks
- Enrolled in a course of study in Journalism, Media Production, Graphic Design, Marketing, Public Relations and/or Communications, or have significant work experience in the field

Application Procedure:

Please send a cover letter, resume and short writing sample to smohler@projectangelheart.org or via mail to Project Angel Heart, Attn: Volunteer Resources Manager, 4190 Garfield St Unit 5, Denver, CO 80216.