



## Communications Internship

**Mission:** Together, we create life-changing wishes for children with critical illnesses.

**Overview:** The Oregon chapter was created in 1983, and is one of 59 chapters in the U.S. The chapter has granted more than 4,800 wishes in Oregon and Clark County, Washington.

**Internship:** The Community Outreach Department at the Portland office who oversees the chapter's Public Relations and Communications is searching for an intern. This unpaid internship opportunity will enhance the student's communications, marketing, public relations, and fundraising skills, which can be utilized in future for-profit or non-profit work experiences. This internship may count for college credit as the university or college allows.

### Desired Qualifications and Skills:

- Junior or Senior undergraduate student, or recently graduated, with a degree in communications, marketing, business, English, or a related field.
- Excellent communication and organizational skills; proven writing experience a plus.
- Ability to work within deadlines and in a professional manner.
- Experience with the internet, Microsoft Word and Excel required. Skills with PowerPoint, InDesign, Photoshop, or other design/layout programs a plus.
- Must have personal transportation to and from the Portland office.
- Willing to complete background check and sign a confidentiality agreement.

**Availability:** 15 – 20 hours per week for 12 weeks (*Requirement: minimum 200 hours*)

- Internship available, depending on student's academic schedule.
- Three to five days per week, depending on schedule and school requirements.

**Responsibilities:** Assist the Community Outreach team with:

- Media events, including promotion, scheduling and recruitment
- Social Media content, photography, and videography support at events and wish reveals
- Digital content creation using InDesign and Photoshop programs for web and print
- Communications efforts such as press releases, media tracking, website copy, etc.
- Support for the monthly Wish Ambassador program
- Volunteer appreciation projects
- Assisting with creative stewardship of donors
- Salesforce database entry
- Possibility of hours outside of normal work hours for events or projects
- Other duties as assigned

**To Apply:** Email these items to Darcie LaMotte-Waage ([dlaMotte@oregon.wish.org](mailto:dlaMotte@oregon.wish.org))

- Cover letter (*include your preferred start/completion dates based on school schedule*)
- Current resume (*including relevant classes/projects*)
- Three writing samples (*and two design samples in PDF if you have layout experience*)
- Three references (*contact info and relationship to applicant*)

