



Job Description

Marketing, Public Relations or Journalism Intern

Time Requirement: Part time during both semesters of academic year

Organization Overview: The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." The communities we serve are Clay, Sullivan and Vigo counties in west central Indiana. Our offices are located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than a million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

Internship Program Overview: The Wabash Valley Community Foundation Inc. offers up to three different internship opportunities. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are flexible, but would be up to 20 hours per week during the academic year and 40 hours per week during the summer.

Intern Responsibilities

- Annual Report (primarily fall)
 - To conceptualize, develop and refine a theme for the 2010 Wabash Valley Community Foundation annual report.
 - To visit, observe and write 4 to 8 feature articles to be used in the Annual Report demonstrating the Foundation's ability to 1. Engage people, 2. Build Resources and 3. Strengthen Community.
 - To create and proofread the listing of funds, donor listing, memorial listing grant listing and volunteer listing for the Annual Report.
 - To write and revise the President's Letter and other copy as needed.
 - To proof the mock ups and printers proofs.

- Newsletters
 - To draft articles as directed for the Community Foundations newsletters
- To develop print materials for purposes of fund raising that can be customized for nonprofit agencies that have agency endowment funds in the Community Foundation.

Desired Qualifications

- Ability to clearly and articulately write copy that is meaningful, interesting and readable to the general population.
- Excellent grammar skills
- Preference to journalism and English writing
- Ability to work independently and in a changing environment
- Excellent communication skills and interpersonal skills
- Ability to think creatively and to synthesize large amounts of data.

Reports to the Executive Director. Works with all staff, Marketing/PR Agency and Committee

Hiring Process: Resumes will be accepted until one position has been filled for the summer of 2011 and three positions have been filled for the fall and/or spring semester of the 2011/2012 academic year. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chose for interviews will have the opportunity to meet the Community Foundation staff and further explore each of the following opportunities. While the Foundation does our best to place students in the internships of their choice, job descriptions and placement are subject to change =, or to be combined, based upon our ability to place interns in the areas of greatest need.

To Apply: Please submit resume, employment application, found at www.wvcf.com, and cover letter via email to beth@wvcf.com. Selected candidates will be contacted to schedule interviews.

Contact:

Beth Tevlin, Executive Director
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