



## **Communications Internship**

The Heart & Hand Center is a 501c3 non-profit organization dedicated to improving the lives of at risk youth and their families, in the Northeast Five Points Community of Denver. The Center runs programming for Kindergarten-12<sup>th</sup> grade youth, Monday-Friday, from 3:00-6:30pm. Additionally, we extend support to enrolled families by providing resources, referrals, and emergency assistance to guardians.

The Communications Intern will be responsible for maintaining external communication for the Heart & Hand Center. This Internship is a wonderful opportunity for interns to receive valuable experience in non-profit communication and marketing. The objective of this internship is to provide interns experience in multiple communication platforms.

Outlets will include:

- Social media—Facebook, Twitter, Blog, etc.
- Monthly electronic newsletters, and periodic Foundation updates
  - Composed through Constant Contact
- Donor mailings
- Website
- Quarterly print newsletters

### **Position Duties:**

- Maintain all social media outlets, including: Facebook, and Twitter accounts
- Create and update a Heart & Hand Center Blog
- Provide support in writing/designing monthly electronic newsletters

- Assist in the writing/designing quarterly printed newsletters
- Maintain the Foundation's website
- Assist with all donor mailings, and other donor communication
- Create email blasts of Foundation updates through Constant Contact
- Provide support in the creation of all mailers, flyers, brochures, and other marketing materials
- Put together a resource guide for Center families
- Other duties as assigned

**Qualifications:**

- Must be pursuing, or have completed a Bachelor's Degree
- Must be proficient in all Microsoft Office programs
  - Excel
  - Word
  - Publisher
  - Power Point
- Must have strong communication skills, both written and verbal
- Excellent organization skills
- Must have experience with Social Media outlets
- Proficiency in Constant Contact and/or Website Management is preferred

**Work Schedule:**

This is a 10 hrs/wk internship.

**To Apply:**

Submit resume and cover letter by email to [blaineheydt@heartandhandcenter.org](mailto:blaineheydt@heartandhandcenter.org) with Communication Internship as the subject heading.