



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

## COMMUNICATIONS INTERNSHIP OPPORTUNITY

Communications interns focus on all aspects of marketing, communications, public relations and branding strategies via traditional publications and digital channels. This includes working with print publications and news outlets, developing social media outreach and providing creative services to support the Mission Delivery and Development teams.

### **Basic tasks include, but not limited to:**

- Researching media and in-kind opportunities
- Drafting press releases and news advisories
- Assist in producing content for print newsletters
- Designing promotional and other collateral
- Developing social media and web content
- Assist with special event promotion and outreach
- Maintain photo and video catalogue
- Wish family interviews
- Writing wish stories
- Assisting with maintenance and development of HTML email and websites

### **Requirements:**

- College level student receiving credit for the internship
- Excellent organization and communication (verbal and written) skills
- Ability to work effectively as a team member
- Excellent secretarial skills, knowledge of standard office protocol and behavior
- Knowledge of Microsoft Power Point, Word and Excel.
- Efficient internet researching skills
- Attention to detail
- Advanced knowledge with social-networking sites (Facebook, Twitter, etc.) preferred
- Completed coursework in web development or HTML/CSS preferred
- Maintain confidentiality of all information received

Applicants will be required to submit a background check (via internet) if accepted for this internship. This internship is an unpaid position. Please email cover letter and resume to [jobs@wishnj.org](mailto:jobs@wishnj.org), specifying the semester you are interested in and if college credit will be received.

**No phone calls please.**