

Spring 2012 Marketing and Communications Intern – Unpaid Volunteer Position

Founded in 1936, The Arc of King County is the oldest non-profit organization serving children and adults with all forms of intellectual and developmental disabilities and their families in the Greater Puget Sound area. The Arc is seeking a communications/public relations intern for 15-20 hours per week.

OVERVIEW:

The Spring 2012 Marketing and Communications Intern will provide support to the Director of Development and the Marketing and Events Coordinator in the production and writing of print and online communications collateral and inbound marketing via social media, blogging and SEO. You will also help assist with the planning and implementation of special events, including event collateral creation, procuring donations and event publicity.

RESPONSIBILITIES:

- Write and distribute press releases and media advisories
- Write articles for the Arc E-News and Web site.
- Assist with the development and production of special events, with a primary focus on the May 2012 Legacy Luncheon
- Assist with The Arc's media monitoring and analytics efforts
- Assisting with updating The Arc website and online listings
- Assist with updating The Arc's Facebook, Twitter, blog and other social media

DESIRED QUALIFICATIONS:

- College student or recent college graduate, with a major in Public Relations, Communications, Non-Profit Management or Marketing
- Strong written and oral communications skills
- Familiarity with social media and other online tools
- Strong organizational skills and professionalism
- Experience with Microsoft Office; desktop publishing or design software a plus; basic HTML knowledge helpful
- Experience with publicity and marketing an asset

OTHER:

- The Arc will provide a monthly travel stipend (more information upon acceptance)
- Available for 15-20 hours per week from Jan-April (minimum of 3 months)
- Volunteer position, part-time, starting as soon as possible
- Flexible scheduling during regular business hours
- On-site in downtown offices

CONTACT INFORMATION:

Please send cover letter and resume to aoglesby@arcofkingcounty.org by January 24, 2012.

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Marketing and Events Coordinator
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www.arcofkingcounty.org003