***Big Brothers Big Sisters seeking Public Relations team members***

Big Brothers Big Sisters of Flagstaff is currently looking for a top performing student(s) to join us as part of our Public Relations team. In the past, BBBSF has had several public relations interns/federal work study students from the NAU School of Communication. We benefitted greatly from their work here, and we would like to continue to provide that opportunity to other students at NAU. Students get real-world work experience in a non-profit setting while building their portfolios. In the past, PR interns have designed event logos, t-shirts, promotional items, the Clothes for Kids’ Sake truck wrapping, and newsletters. As a small non-profit, we tend to keep design in house to safe on costs.

A Public Relations Intern must be willing to devote at minimum 10 hours per week to BBBSF and have transportation to and from the work site. Student must be willing to make a 2 semester commitment and pass a criminal background check (no felony convictions within the last 5 years).

 Skills:  Public Relations Intern (PRI) must able to develop public contact and communication skills.  PRI must demonstrate effective writing and verbal skills. PR must represent the agency in a professional manner and must be able to demonstrate initiative, responsibility and accountability. PRI must have experience with Adobe InDesign Creative Suite 6, Facebook, Twitter and Instagram. Website design and maintenance skills with Wordpress a plus. Photography knowledge a plus.

RESPONSIBILITIES:

               Create and distribute media kits for recruiting, fund raising events.

               Recruit volunteers for agency programs and create annual recruitment plan.

               Conduct community presentations regarding agency programs.

               Write and distribute press releases.

               Create marketing materials as requested.

               Complete agency website and social media updates as requested.

               Create fund raising event print materials as requested.

               Create agency newsletter two times per year (fall and spring).

* Complete other duties as assigned.

BBBSF would like students interested in applying for this position to contact our office directly by calling 928-774-0649 and ask for Kelly. To apply, students must submit a writing sample, resume and portfolio if available.