



**COMMUNITY
MATTERS**

Scripps Howard Communications Intern

Location: Community Matters Administrative Office, 2110 Saint Michael Street

Dates: Summer 2021, between May and August, with flexible start and end dates

Compensation Type: \$10/hour, up to 200 hours total, with internship credit available

Reports to: Chief Advancement Officer

ORGANIZATION OVERVIEW

Community Matters exists to create a thriving and more just community by removing barriers to opportunity. We work closely in partnership with the approximately 1,500 residents of the Lower Price Hill neighborhood in Cincinnati, Ohio. Our programs include the Washing Well, a social enterprise laundromat developed to meet the severe need for access to safe, affordable, and local laundry in the neighborhood.

CORE JOB RESPONSIBILITIES

The internship involves working together with the Community Matters development and communications team to help create and implement organizational, program, and event communications with a particular focus on the Washing Well.

Responsibilities include:

- Assisting with the implementation of community outreach strategies;
- Developing content for website, email, press releases, and social media updates;
- Helping update annual communications calendar and local media contacts; and
- Providing content for marketing collateral.

Secondarily, the position may also include:

- Documenting community and special events;
- Organizing photo and video archives;
- Archiving press clippings; and
- Designing marketing and fundraising collateral.

REQUIRED SKILLS/TRAINING

- Have a general understating of marketing and public relations fields;
- Be familiar with web, email, and social media platforms (WordPress, MailChimp, Facebook, etc.);
- Familiarity with graphic design tools (InDesign, Canva, etc.) a plus;
- Be highly detailed and have excellent organizational, problem-solving, and decision-making skills;
- Be flexible, willing to take design direction, and work collaboratively in a team environment;
- Be professional and an excellent representative of Community Matters; and
- Have an interest in the nonprofit sector.

ELIGIBILITY

- Must be an undergraduate student at the junior or senior level from the University of Cincinnati (UC), Xavier University (XU), Northern Kentucky University (NKU) or Miami University (Miami) majoring in communications, marketing, and/or public relations.
- Students may have only one Scripps Howard Communications Internship in their academic career.

TO APPLY

Email your resume with a brief in-email introduction to Patty Lee, Chief Advancement Officer, at patty@cmcincy.org.