



EnergyCare Communications and Media Internship

Job Description

EnergyCare is seeking one or more interns to assist the agency in maintaining and improving relations with the public and media. Day-to-day work includes tracking media coverage, research, reporting, writing, pitching, and strategic press and social media initiatives. Interns can also expect to participate in and contribute to team brainstorming sessions.

The hours and exact schedule will be determined by the student's schedule and EnergyCare's staffing needs.

The duties of the Communications and Media Intern include:

- Create content for press releases, website, social media, presentations etc.
- Plan, draft and distribute press releases
- Assist in developing and maintaining press contacts
- Select and interview clients to help educate the public on issues faced by low-income groups
- Design printed materials for services, events and fundraising
- Manage the agency's social media accounts
- Aid in publicizing fundraising events
- Assist with the preparation of the agency's newsletters
- Attend and contribute to the Communications and Editorial meeting

Person Specification

- Working toward a degree in communications or a related field preferred
- Excellent communication skills (esp. written)
- Some experience with photography a plus
- Able to appropriately communicate a message to diverse audiences
- Desire to help others and empathy with low-income clients
- Good organizational abilities
- Time management skills and able to work well with limited supervision
- A creative mind and the ability to contribute new ideas essential

To apply, e-mail your resume and a brief cover letter to the James Owen at james@energycare.org.

For additional information regarding EnergyCare, please visit our website at:

www.energycare.org