Title: Public Relations Intern

Organization: Craig’s Doors--A Homeless Association, Inc.

To apply: Students can apply by sending a short cover letter, a copy of their resume, and our Craig’s Doors application (http://www.craigsdoors.org/internship-opportunities/) to admin@craigsdoors.org.

Application Deadline: October 1, 2016

Description: Are you passionate about enriching other people’s lives? Are you creative, professional, and communicative? Would you like to gain experience in the non-profit sector through fundraising, advocacy, and public relations?

Craig’s Place, a local emergency shelter based on UMass’s campus, is a progressive, rapidly expanding organization dedicated to eradicating homelessness within the Pioneer Valley. With over 180 individuals served per year, we are part of a network looking to transform the social services system.

Craig’s Doors has a fast paced work environment, and we are seeking talented and thoughtful individuals who crave learning new skills and aren’t afraid to tackle big projects. As an intern you will work closely with a variety of our staff, and delve into projects that will help us grow.

You will create short and long-term fundraising plans, manage our social media platforms, and aid in fostering strong connections with other entities in the town.

Our ideal candidate is self sufficient, detail and task oriented, social media savvy, a creative thinker, and strong in their communication skills.

What You Will Learn

• About our guests and their stories—this is the heart of our work and what makes it worthwhile.
• Relationship building with our community, both through maintaining our social media platforms and networking to create solid fundraising events.
• Create compelling content that will be shared throughout our social spheres.
• Assist the Shelter Director in building and presenting PR and fundraising strategy.

What We Require

• Strong oral and written communication skills.
• Proficient in Microsoft Office.
• Organized, able to prioritize time-sensitive assignments.
• Creativity and thoughtfulness.
• Interest in marketing, communications, media, art, and community development.

We greatly value all of our interns and will make sure you receive a learning experience that benefits your education and fits your career goals. You will become knowledgeable in fundraising strategy and public relations, and gain an understanding of our guests and how we strive to empower them.
Details: The position begins as soon as you would like (no later than October 1st), and can end in either December (Fall Semester Only), or May (Fall & Spring Semesters). You are expected to work 15 hours a week, and provide the Shelter Director with weekly updates of your experiences and ideas.