



## **COMMUNITY RELATIONS INTERNSHIP**

*Underwritten by Lilly Endowment*

*Applicants must be enrolled in an accredited Indiana college or university.*

**This will be a full time, paid internship lasting approximately 10 weeks this summer. This is an excellent opportunity to learn more about philanthropy and the nonprofit sector in Dubois County!**

The Dubois County Community Foundation is a public charitable foundation that supports donors in their charitable giving and awards grants to effective nonprofit organizations serving Dubois County. The Community Foundation's goal is to connect community members with the causes they care about most and empower them to make a difference in Dubois County through philanthropy. We accomplish this goal through donor opportunities and grantmaking.

To support the mission and activities of the organization, the Dubois County Community Foundation is currently offering a full-time community relations internship for the summer of 2018.

### **INTERN CORE RESPONSIBILITIES:**

- Engage with local nonprofits including increasing awareness of and participation in grantmaking opportunities and services
- Compose press releases, public service announcements, and/or creative content for donor communications
- Enhancement of social media platform through photos, stories, etc.
- Support of grants program and donor services
- Project management of special events and engagement opportunities
- General support of the operations of the Community Foundation

### **DESIRED QUALIFICATIONS:**

- Applicants must be enrolled in an accredited Indiana college or university
- Nonprofit or community outreach, marketing, public relations, communications, or closely related field of study a plus
- Basic knowledge of/experience with nonprofit organizations

**\*Please submit resume with cover letter and professional references by February 16 to: [engage@dccommunityfoundation.org](mailto:engage@dccommunityfoundation.org) or PO Box 269, Jasper, IN 47547-0269**