



# Communications Internship Job Description

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The Communications Intern position at Duet provides students with an opportunity to gain real-life communications experience. The Communications Intern candidate must:

- Be a self-starter, motivated, and able to meet strict deadlines
- Have strong writing skills, learn quickly, and be comfortable talking to people from all backgrounds
- Be ready for the time commitment required for this position
- Be a creative thinker and problem-solver
- Bring enthusiasm to each task
- Be able to readily make corrections and incorporate changes and improvements into future writing tasks
- Be comfortable prioritizing work responsibilities and continually moving forward with the next task

**The Communications Intern will:**

- 1) Work 10 - 20 unpaid hours per week (depending upon internship requirements). Mileage will be reimbursed.
- 2) The intern reports directly to the Director of Communications. The Director of Communications will supervise and train the communications intern for his/her job responsibilities as necessary.
- 3) The intern will research, develop, write, and edit one story every two weeks. The stories will highlight individuals or families who are helped by Duet's services. The articles may appear in the Duet newsletter, in program newsletters, fliers, on the Duet website, in public media, or other communications venues.
- 4) The intern will take good-quality digital photographs to submit with each article. It is helpful if the intern has access to a digital camera, but it is not required.
- 5) The intern may write news releases and media advisories as requested by the Director of Communications. The intern will be responsible for distribution to the local media by appropriate deadlines. The intern will make appropriate follow-up phone calls to respective members of the media. Securing media placements is an important part of this internship.
- 6) The intern may help the Director of Communications execute duties for Duet's fundraisers, Tour de Paradise, Poinsettia Tea, and Jazz Cabaret. This could include writing news releases, media advisories, working as an assistant to a photographer, taking photographs at the event, submitting photographs to society pages/papers/magazines, writing and/or submitting post-event releases, etc.
- 7) The intern may be asked to update the Tour de Paradise website, both in writing copy, gathering information, taking/posting photographs, etc.
- 8) The intern may be asked to update various communications tools such as organizational display materials, company collateral, Power Point presentations, etc.
- 9) The intern may help place event information on community calendars and websites.
- 10) The intern may be asked to write Fact Sheets on a variety of subjects that may require in-depth research.
- 11) The intern may be asked to assist with social media including Twitter, You Tube, Facebook, Linked In, and more.
- 12) Other duties not listed above may be required.