

Digital Communications Intern

PPL builds the hope, assets, and self-reliance of individuals and families with lower incomes through transformative affordable housing and employment readiness services.

Organization:	Project for Pride in Living, Inc. (PPL)
Program:	Development & External Affairs
Supervisor/s:	Communications Manager
Hours:	Flexible schedule during weekday business hours 10-12 hours per week, spring semester
Site:	PPL Service Center, 1035 E. Franklin Ave., Mpls.
FLSA status:	Unpaid internship

Summary:

This new position will contribute to the initiatives of a growing Development & External Affairs Department with an emphasis on content creation for digital communication mediums.

Responsibilities:

- Contribute to the development and execution of a digital communications content strategy to build awareness of PPL and its programs with major stakeholders.
- Manage website and monthly newsletter content, including interviewing participants / residents and writing news stories.
- Assist with writing and proofreading PPL materials to ensure communications are accurate, well-written and relevant to target audiences.
- In collaboration with Community Engagement intern:
 - Contribute to content development for social media sites and develop a content calendar for PPL's social media sites.
 - Propose, develop and execute at least one engagement campaign on social media.
 - Develop social media policies for stakeholder engagement and social media training for staff and volunteers; hold a minimum of one training for each group.
- Other projects as assigned to support Development & External Affairs team and further PPL mission

Qualifications:

- Advanced-level student studying Public Relations, Journalism, English, or Communications.
- Self-starter and self-directed, ability to work independently on assigned projects and take initiative.
- Commitment to support, promote and authentically communicate PPL's mission.
- Highly involved in and savvy with social media platforms.
- Excellent written and verbal communication skills.
- Working knowledge of Microsoft Office; experience with Adobe Creative Suite preferred.
- Photography and videography experience desired.
- Strong interpersonal and collaboration skills; ability to work in a team environment and as a liaison to other departments.
- Attention to detail, strong organizational skills, and ability to prioritize and manage multiple projects simultaneously and meet deadlines.

Benefits:

- Build professional experience at a respected nonprofit community organization in the fields of Communications and Nonprofit Management.
- Training, guidance and mentoring from experienced professionals
- Network and collaborate with interns in related positions/fields
- Career development experiences may include trainings, workshops, team meetings and events and can be tailored to the intern's goals and field of study.

Project for Pride in Living is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To Apply:

Email cover letter/resume to Julie Huck (julie.huck@ppl-inc.org). Email/call (612-455-5111) with questions. Interview, references and background check for final candidates.