



MARKETING/PUBLIC RELATIONS INTERN

Job Description

Organization's Mission: To provide humanitarian aid in the form of shelter, warmth and dignity to people displaced by natural and other disasters worldwide.

Summary: ShelterBox USA, Inc. needs an intelligent, strategic, and resourceful intern to help the organization expand its public relations and marketing efforts. The Marketing and PR Intern will work under the direction of the Communications and Events Manager in four main areas: media relations, social media, donor relations and event coordination.

This is a challenging opportunity for a young professional to contribute to the growth of a highly active disaster relief organization, while gaining hands on experience in nonprofit management.

Location: ShelterBox USA, Inc. is located in Sarasota, Florida.

Responsibilities include:

- Assist in developing and implementing social media strategies aimed at increasing awareness about ShelterBox, raising funds and supporting cause-marketing partnerships
- Assist with brainstorming, creating, and distributing marketing materials
- Draft basic public relations materials including, news releases, media alerts, fact sheets, appeal letters, and other materials as directed
- Support the development and execution of volunteer-run events throughout the United States
- Track organization's news coverage and seek follow-up opportunities with reporters
- Assist in the creation and distribution of donor communications
- Complete communications projects as assigned
- Assist the Communications and Events Manager, Executive Director and other staff, as needed

ShelterBox USA

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DISASTER
RELIEF

Intern Requirements and Skills:

Candidates must:

- Be actively enrolled in, or a recent graduate of, a university public relations, marketing, business or other related program.
- Current students must have at least a sophomore standing.
- Possess excellent verbal and written communications skills; demonstrate ability to undertake public relations writing assignments
- Ability to interact professionally with stakeholders and media and demonstrate good judgment.
- Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously.

Compensation: This is an unpaid internship. The organization will provide a stipend of \$1,000 (full-time) or \$500 (Part-time <32 hours) per semester.

Work Schedule: Both part-time to full-time opportunities exist. Intern is expected to work no less than 20 hours per week and no more than 40 hours per week. The organization's normal business hours are 8:30 a.m. – 5:00 p.m.

To Apply:

Send cover letter and résumé to Emily Sperling, Director of Operations, esperling@shelterboxusa.org.

Deadlines:

Summer: May 1

Fall: July 1

Spring: December 1