



Internship Opportunity

Communication/Public Relations Internship

Primary Duties and responsibilities:

The Communication/Public Relations Intern will assist Youth Suicide Prevention Program (YSPP) in the areas of outreach and marketing.

Typical Tasks:

- Develop and maintain media contact list
- Draft press releases and learn how to distribute to media outlets
- Develop yearly calendar of events and/or opportunities for media attention
- Maintain and update YSPP database (i.e., donors, school liaisons) that will receive electronic newsletter and establish frequency of communication schedule
- Work with youth advisory group to define audience, message and frequency of communication via electronic media

Skills Gained:

- Real life experience working in a non-profit atmosphere
- Professional work atmosphere with exposure to traditional and new media marketing tools
- Exposure to community organization and media networks

Experience & Qualification Requirements:

- Highly organized, detail-oriented, and independent worker
- Strong interpersonal and communication skills, both written and verbal
- Ability to manage projects with goals and deadlines
- Proficiency using Microsoft Office products and knowledge of the Internet
- Preferably working towards a degree in Marketing, Communications, Public Relations or related field

Salary: Unpaid

Additional Benefits: The intern will be given the opportunity to meet with a personal coach to develop a professional development plan related to the tasks assigned at YSPP and schedule twice monthly professional development coaching. We will also provide written recommendations upon request.

Send resume to: **Sue Eastgard** – suee@yspp.org

YSPP is a not-for-profit organization providing training and education services to individuals, families, schools and community groups in Washington State with the intent of reducing youth suicide behaviors.
www.yspp.org