The Wayne County, Indiana, Foundation, Inc. exists to foster and encourage private philanthropic giving, to enhance the spirit of community and to improve the quality of life in the Wayne County, Indiana area now and for future generations. Over forty years ago, forward-thinking leaders in Wayne County formed our community foundation. Thanks to their efforts, we now have over $50 million dollars in assets to support our community today. Since our founding, more than $30,000,000 grants and scholarships have been awarded in Wayne County.

Why Do We Need Communications Intern?

The Wayne County Foundation team is seeking a dynamic and creative communications specialist to assist in sharing stories about the work we do in Wayne County. This internship is an excellent opportunity to experience various aspects of communications while learning about the work of community foundations in Indiana.

Communications Internship Job Description:

This position’s primary responsibility is to work with the Foundation team to create an Awareness Campaign for the Foundation.

In general, you:

☑ Love to write and tell stories.
☑ Love solving a problem - realizing that the process is sometimes more important than the solution.
☑ Understand the big picture, but love developing the tactics to get the job done right.
☑ Seek out new ideas and opportunities without waiting for specific directives.

What will you handle and own?

If you like wearing many hats, this is the perfect role for you. We will support you and provide general direction, but it’s up to you to focus on the following:

☑ Update to the Wayne County Foundation website.
☑ Develop a social media calendar with content.
☑ Assist in planning, writing and managing e-newsletters and print collateral.
☑ Draft, distribute and pitch news releases, media alerts and other stories for the Foundation.
☑ Create and curate engaging content for blogs, newsletters, social media accounts and other marketing materials, as needs arise.
☑ Collaborate with staff on new ideas, directions and channels for communications.
What are the requirements?

We have a vision of what this role requires, but we always focus on the right fit vs. the perfect background. In general:

☑ Firm grasp and understanding of available tools and platforms in the social media space.
☑ Completed or working toward a college degree; ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, digital marketing and/or digital marketing studies.
☑ Experience with website management.
☑ An effective communicator, both written and verbal.
☑ Must be a team player and enjoy working and collaborating with others.

What do I need to do to get an interview?

To be considered for this internship, submit the following to info@waynecountyfoundation.org

☑ Resume
☑ Cover letter that explains why you’re a good fit for this role
☑ Samples of articles you’ve written
☑ Links to social accounts you currently manage or have managed in the past