



FYSA is affiliated with



## Communications Intern Job Description

**Position:** The Communications Intern works directly with the Project Specialist assisting with marketing and public relations projects.

**Staff Contact:** Cody McGhee, Project Specialist

**Hours:** Minimum 10 hours per week and a maximum of 30 hours per week through the semester. Prefer intern commit to at least three hour blocks of time in office.

**Compensation:** \$8.00/hr.

**Responsibilities:**

- Assist with marketing projects
- Work with staff update advertising for the FYSA website
- Assist with publishing email blasts
- Design/layout of brochures
- Draft content for newsletters, press releases and articles
- Draft content for social media
- Create podcasts (not necessary to have expertise in podcasting)

**Skills Needed:**

- Detail oriented
- Creative, some graphic design experience helpful
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher
- Excellent written and verbal communication skills
- AP Style knowledge

**Application Instructions:** Submit a current resume and cover letter to Cody McGhee via email at [cmcghee@fysa.com](mailto:cmcghee@fysa.com).

