



Community Relations Coordinator Intern

Job Location: Tulsa, Oklahoma, United States

Reports To: COO

Job Description:

Rebuilding Together Tulsa (RTT) seeks an enthusiastic, self-motivated and creative intern to support and grow our public relations and marketing efforts. This position offers a unique opportunity to quickly gain knowledge and experience on the day-to-day efforts necessary to help non-profit organizations with their public relations and marketing initiatives. The intern will work directly with the COO and occasionally interface with clients. Those with strong writing skills, an interest in public relations and marketing as well as nonprofit initiatives are particularly encouraged to apply. Candidates will be responsible for:

- Working with senior staff to implement a PR and Marketing Plan that fits within the current strategic plan
- Managing content and increasing supporter numbers on social networking properties, including: MySpace, Facebook, YouTube, Second Life, Twitter, LinkedIn, Guidestar, Wikipedia and external blogs
- Updating the web site
- Updating blogs, creating slideshows and videos
- Writing client and event stories
- Writing donor and volunteer spotlights
- Updating Twitter/Facebook/LinkedIn/Other Social Media platforms
- Creating and editing monthly e-newsletter on Campaign Monitor
- Writing press releases as needed
- Attending press events
- Working with the public relations and marketing committee
- Assisting with the annual report
- Other duties, as assigned.
- Must be excellent in written communication, social media and a quick learner. Anticipate 10 hours per week with flexibility in scheduling.

Job Requirements:

- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- Strong verbal and written communication
- High energy; commitment to social change
- Ability to multitask, handle details, and work independently

How To Apply: Send your resume to deanna.boston@rebuildingtogethertulsa.org and Kelly.hall@rebuildingtogethertulsa.org

Deadline: Applications accepted throughout the year