

# SCRIPPS HOWARD

COMMUNICATION  
INTERNSHIP PROGRAM



THE INTERNSHIP OF A LIFETIME

## Behringer-Crawford Museum

### Internship responsibilities

Create awareness and buzz in the community about Behringer-Crawford Museum and its programs by assisting with development and implementation of marketing strategies focused on increasing museum exposure, targeting new audiences, and establishing new partnerships. Strategies may include social media, e-newsletters, online calendars, websites, broadcast, newspapers, magazines, direct mailings, events and other marketing avenues. Promote partnerships within the community by establishing and maintaining personal connections with members of local and regional organizations and institutions. Other duties as assigned.

### Required skills/training

- Creative thinker and writer
- Concentration in journalism and/or marketing preferred. Published writing an asset
- Ability to communicate clearly and effectively both verbally and in writing
- Design, photography and/or video experience highly desirable
- Proficiency with Macintosh products or being highly computer-literate and adaptable is required
- Proficiency on Mac "Pages" suggested
- Proficiency with spreadsheets
- Excel or Numbers
- Able to work independently and be self-directed as well as an effective member of a committee when dealing with larger projects.
- Experience with websites and social media outlets strongly preferred
- Flexible schedule, with some weekends required
- Possessing a laptop that can be used at the facility is strongly recommended but not a necessity

### More about Behringer-Crawford Museum:

[bcmuseum.org](http://bcmuseum.org)

### About the program

The Scripps Howard Foundation provides grants to area not-for-profit organizations to fund communication internships.

Only juniors and seniors in communication, public relations, journalism or marketing are eligible to apply.

Only one Scripps Howard Communication Internship per student.

Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester (January - May) internship apply directly to:

### Laurie Risch

Executive Director  
Behringer-Crawford Museum  
859-491-4003  
[lrirsch@bcmuseum.org](mailto:lrirsch@bcmuseum.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



### Inter Parish Ministry

Our mission is to provide food, clothing and other communal support to those in need and to empower clients with information, support and services to improve their lives. We operate choice food and clothing pantries Mon.-Wed. from 10-2, Mon. from 5:30-7 p.m. in Newtown; Wed.-Fri. from 10-2 in Amelia and Saturday, 10-2 in Batavia. Other programs include emergency assistance, back to school and holiday assistance.

### Internship responsibilities

Inter Parish Ministry offers an exciting opportunity for hands-on experience in marketing, event planning and social media communications. Primary responsibilities will support the development staff with coordination of the Annual Circle of Hope fundraising event and Stomp Out Hunger 5k. Other areas of work will include assisting the communications committee with all facets of social media, e-news and promotional materials.

### Required skills/training

The intern will gain valuable experience in nonprofit operations and be mentored by professionals with communications, development, event planning and leadership experience. Applicant must be flexible, have strong people skills and be able to work independently as well as collaboratively. Must have excellent computer and social media skills as well as writing and communication skills.

### More about Inter Parish Ministry:

[www.interparish.org](http://www.interparish.org)

### About the program

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester (January - May) internship apply directly to:

**Lindsey Ein**  
Executive Director  
Inter Parish Ministry  
513-561-3932  
[lindsey@interparish.org](mailto:lindsey@interparish.org)

# SCRIPPS HOWARD COMMUNICATION INTERNSHIP PROGRAM



## Know Theatre of Cincinnati

Know Theatre of Cincinnati, now in its 19th season, is Cincinnati's Theatrical Playground. The Know showcases unexpected voices, new works, and plays that embrace the inherent theatricality of the live experience. Know Theatre seeks to be a place where artists and audiences feel welcome to take artistic risks, creating work that is cutting edge and accessible.

## Internship responsibilities

An intern at Know Theatre gets a glimpse of all the working parts that go into making live theatre, with a particular emphasis on marketing and development activities.

The Intern can expect:

- To assist with communications, including social media, press releases/media outreach, email marketing, and patron services
- To assist with fundraising, including donor database management, donor communications, the basics of crafting fundraising messaging, basic grants research, and basic grantwriting
- To assist with productions where appropriate, including box office support, house management, and general duties associated with live theatre production as needed.
- The intern **MUST** be available to assist with the Cincinnati Fringe Festival (May 30-June 10), including the two weeks leading up to the Festival. Fringe Festival duties include but are not limited to box office, volunteer management, and marketing support.

## Required skills/training

A well-qualified candidate should have a working knowledge of Microsoft Office products, be comfortable interacting with patrons in a professional and upbeat manner, and be comfortable operating in a fast-paced environment. The ideal candidate has an appreciation for live theatre, and will be open to learning new skills sets on the job. Bonus qualifications include familiarity with basic graphic design and/or web design, and experience with Adobe Creative Suite or similar products. All candidates must have the ability to work some evening hours, especially during the Fringe Festival (May 30-June 10).

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If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

### **Tamara Winters**

Associate Artistic Director  
Know Theatre of Cincinnati  
513-300-5669  
twinters@knowtheatre.com

More about Know Theatre of Cincinnati: [www.knowtheatre.com](http://www.knowtheatre.com)

# SCRIPPS HOWARD

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INTERNSHIP PROGRAM



THE INTERNSHIP OF A LIFETIME

## Bethany House Services

### Internship responsibilities

We have been around for almost 34 years but most people don't know about us. Until recently we've never had staff focused on communication. We're just establishing a web presence but there's a lot more to do. An intern would work to build external communications, bringing us into the 21st century. We would like to see: SEO, digital campaign development, copy writing for digital outlets and newsletters, text-to-donate and development of capital campaign collateral material creation to include writing copy, working with our designer and printer.

We are a fun and highly energized group who is looking for a team member who can take on the challenges of getting the word out about Bethany House and helping us present the best case for development as we grow.

### Required skills/training

We foster creativity and imagination! You will work closely with our Special Events & Marketing/Communications Manager (not on Special Events, just the marketing/communications). You will hone your writing/editing skills, to include newsletters and marketing material for our capital campaign. You will gain knowledge and experience with social media communication and search engine optimization as well as web content writing/editing/creating. You will see the big picture and learn to make recommendations on the best ways to communicate our message to the community.

Soft skills we hope you will learn are collaborating with others to better integrate work, interviewing/listening skills, compassion and the value of having meaningful work.

### More about Bethany House Services:

[www.bethanyhouseservices.org](http://www.bethanyhouseservices.org)

### About the program

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

### Amy Pelicano

Development Director  
Bethany House Services  
513-557-2411  
[apelicano@bhsinc.org](mailto:apelicano@bhsinc.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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### Big Brothers Big Sisters of Butler County

#### Internship responsibilities

The intern will assist with planning our 2016 Run For Kids, a 5K and 10K fundraiser. The intern will help promote the event through advertising, social media, press releases, at community events, etc., as well as help with sponsorship acquisition and general event planning.

#### Required skills/training

- Experience with social media
- Strong writing skills
- Strong organizational skills
- Good with details
- Creativity
- Ability to manage projects with minimal supervision
- Excellent interpersonal skills both in person and over the phone
- Driver's license and car

#### More about Big Brothers Big Sisters of Butler County:

[www.bbbsbutler.org](http://www.bbbsbutler.org)

#### About the program

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If you're interested in the Spring Semester (January - May) internship apply directly to:

#### **Julie Dichtl**

Vice President of Development  
Big Brothers Big Sisters of  
Butler County  
513-867-1227  
[julie.dichtl@bbbsbutler.org](mailto:julie.dichtl@bbbsbutler.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## CAIN - Churches Active in Northside

### Internship responsibilities

The CAIN Scripps Intern will work directly with key staff and volunteers to help develop and implement plans to raise both awareness and donations for model small non-profit agency.

- Assist Development Coordinator with planned fundraising events including set-up, mailings and outreach to local businesses
- Work with Social Media Committee to develop more effective means of promoting CAIN through social media
- Photo and document CAIN events and promote on various social media outlets
- Coordinate, promote and manage CAIN weekly presence at the Northside Farmer's market "Another for a Neighbor" both to increase visibility
- Work with External Affairs Committee to promote fund-raising events
- Participate in preparations for annual "Hunger Walk" on Memorial Day
- Assist in production of annual report for CAIN

### Required skills/training

- Microsoft Word and Excel
- Familiarity and experience with social media for organizational use
- Excellent writing skills, as evidenced by published articles
- Comfortable working in diverse environment
- Outgoing personality
- Creative thinker

**More about CAIN - Churches Active in Northside:** [www.cainministry.org](http://www.cainministry.org)

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If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

**Mattie Griffin**  
Development Coordinator  
CAIN  
513-591-2246  
[giving@cainministry.org](mailto:giving@cainministry.org)

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## COMMUNICATION INTERNSHIP PROGRAM



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## Center for Addiction Treatment

### Internship responsibilities

Work closely with the Development Manager and volunteers on CAT's family-friendly fundraising event "CAT-Walk" to be held in June 2017. Primary responsibilities include facilitating publicity including writing media alerts, press releases, promotional letters and social media messaging. The intern will also assist with speaking points and interviews for radio, television or other public or marketing events. The intern will assist with management of event logistics and volunteer event committee activities such as meeting materials, event packets and mailings associated with the fundraiser.

### Required skills/training

Needs to possess excellent skills in Microsoft Word and knowledge of Excel. Knowledge of desktop publishing software very helpful. Familiar with digital photography and be comfortable using email and the web for research and communications. The intern will assist in creating a vibrant event campaign on social media and be willing to execute all responsibilities under a stringent timeline.

### More about Center for Addiction Treatment:

[www.catsober.org](http://www.catsober.org)

### About the program

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester (January - May) internship apply directly to:

**Nancy E Blamer**  
Development Manager  
Center for Addiction  
Treatment  
513-381-6672  
[nancyb@ccatsober.org](mailto:nancyb@ccatsober.org)

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## COMMUNICATION INTERNSHIP PROGRAM



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## Children's Law Center

### Internship responsibilities

Springtime is a busy marketing and communications time of year for Children's Law Center as we produce our signature fundraising event Dancing with the CLC Stars and we prepare for our Annual Appeal Fundraising Campaign. Both of these events require significant electronic and paper based communications as well as significant media contact.

The Intern will work with the Development Director and other members of the CLC team to plan and execute all communication and marketing efforts involved with these two major events and any other marketing and communication opportunities that arise as the result of our work representing disadvantaged children and youth. For example media relations are often called for when we are involved in significant legal proceedings on behalf of individual clients or when we are involved in class litigation seeking change in policies that impact children and youth.

### Required skills/training

The intern will need excellent written and verbal communication skills coupled with a knack for creativity in communications. They must be skilled in the usual business office software systems and social media. Marketing knowledge is a plus as is knowledge of web-based communication. CLC is a team environment and the intern will be an integral member of this team, so the ability to work with others is required. The intern must be able to participate in brainstorming sessions and be able to communicate their ideas freely with other team members.

### More about Children's Law Center:

<http://www.childrenslawky.org>

### About the program

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester (January - May) internship apply directly to:

### John Vissman

Development Director  
Children's Law Center  
859-431-3313  
[jvissman@childrenslawky.org](mailto:jvissman@childrenslawky.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



### Family Nurturing Center

Family Nurturing Center provides child abuse treatment, prevention and education services to thousands of children and families in Northern Kentucky and Hamilton County, Ohio.

### Internship responsibilities

Interns will work with the Director of Marketing & Special Events, board level marketing, and Executive Director on a variety of projects, including:

- Continue to develop and refine the branded image of the agency through cause related marketing;
- Assist with preparation and promotion of Child Abuse Prevention Month community awareness activities including two community awareness ceremonies;
- Oversee direct mailing efforts to a variety of constituencies for Child Abuse Prevention Month;
- Social media promotions using Facebook, Twitter, LinkedIn and agency web site;
- Assist with media relations for Child Abuse Prevention Month.

### Required skills/training

Excellent organizational skills, computer programs (MS Word, Excel) and social media outlets, strong writing skills, some experience in design/writing of print materials, experience in fundraising and/or community event planning. This internship will be beneficial to students majoring in communications, marketing, public relations and public administration for community relations.

### More about Family Nurturing Center:

<http://www.familynurture.org>

### About the program

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Only juniors and seniors in communication, public relations, journalism or marketing are eligible to apply.

Only one Scripps Howard Communication Internship per student.

Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Family Nurturing Center internship apply directly to:

### Tracy Fuchs

Director of Marketing & Special Events  
Nurturing Center  
859-538-1630  
[tracy.fuchs@familynurture.org](mailto:tracy.fuchs@familynurture.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## Heritage Village Museum

### Internship responsibilities

Communications and Marketing interns duties can include:

- Social Media & Online Presence
- Develop a creative marketing plan for a specific event
- Press Releases
- Developing contacts
- Designing literature
- Producing video clips

Intern projects can be tailored to suit the skills or interests of the applicant. Regardless of individual interests, interns are expected to assist with the daily operation and with special events. Our marketing challenge is to let the public know we are here without the large advertising budget of big museums, and without road frontage for signs and visibility (since we're inside Sharon Woods). This gives interns a unique chance to see what creative ways we can reach the public, and which ones are more effective than others.

### Required skills/training

- A willingness to talk to people – either in person or on the phone--is helpful.
- Familiarity with Microsoft Word is required.
- Familiarity with Microsoft Publisher is not required, but helpful.
- Familiarity with a video editing program would be helpful for certain projects, but is not required.

### More about Heritage Village Museum:

[www.heritagevillagecincinnati.org](http://www.heritagevillagecincinnati.org)

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If you're interested in the Spring Semester (January - May) internship apply directly to:

### Dana Gagnon

Community Outreach Associate Director  
Heritage Village Museum  
513-563-9484  
[dana@heritagevillagecincinnati.org](mailto:dana@heritagevillagecincinnati.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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### Holly Hill Children's Home, Inc.

#### Internship responsibilities

- Assist with marketing and public relations activities.
- Assist with building the Holly Hill brand through scheduling and providing support to public speaking and engagement opportunities, building readership in newsletters and other communications, and re-designing the website and utilizing analytics to increase positive goodwill and additional support and program participants for the organization.

#### Required skills/training

public relations, social media, press release writing, focus groups, analysis of marketing and public relations data

#### More about Holly Hill Children's Home, Inc.:

[www.hollyhill-ky.org](http://www.hollyhill-ky.org)

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If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

#### Dana Grothaus

Development Coordinator  
Holly Hill Children's Home, Inc.  
859-635-0500  
[dgrothaus@hollyhill-ky.org](mailto:dgrothaus@hollyhill-ky.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## Jewish Family Service of the Cincinnati area

### Internship responsibilities

The responsibilities may vary daily, and we can develop a plan leaning toward your strengths and qualifications.

The responsibilities can include:

- Interviewing clients and staff to identify heartwarming stories to share
- Writing articles for media
- Creating and adding website content
- Helping create a new website
- Supporting a major fundraiser in November
- Participating in staff meetings and planning sessions
- Creating and editing collateral materials (brochures, flyers)
- Assisting with ongoing SEO for 3 websites
- Creating and editing videos in imovie
- Developing social media calendars and content

### Required skills/training

- Proficient on a PC (some use of MAC if you have the experience)
- Proficient in MS Office
- Familiarity with AP Style; have excellent grammar and spelling with ability to know when spellcheck is incorrect
- Adobe InDesign, Illustrator, and Photoshop would be a plus

### More about Jewish Family Service of the Cincinnati area:

[www.jfscinti.org](http://www.jfscinti.org)

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If you're interested in the Spring Semester (January - May) internship apply directly to:

### Sherry Kaplan

Director of Marketing  
Jewish Family Service of the Cincinnati area  
513-766-3322  
[skaplan@jfscinti.org](mailto:skaplan@jfscinti.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



## Joy Outdoor Education Center Foundation, Inc

### Internship responsibilities

Help build community awareness and donor/client relationships through communications such as media public relations, website, social media, annual report, newsletters, and Camp Joy promotional material. Assist with fundraising efforts, volunteer groups, special events, and camper speaking program.

### Required skills/training

Skills employed include: Social media, creative writing, press release experience, photography, web design, graphic design, Adobe Photoshop/Illustrator or similar program. Microsoft Office.

Training received throughout the duration of the internship includes how the above mentioned skills are implemented in the workplace and how it relates to an overall strategic marketing plan.

**More about Joy Outdoor Education Center Foundation, Inc:**  
[camp-joy.org](http://camp-joy.org)

### About the program

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester (January - May) internship apply directly to:

### Mike McGinty

Camp Joy Foundation Executive Director  
Joy Outdoor Education Center  
Foundation, Inc  
937-289-2031  
[mikemcginty@camp-joy.org](mailto:mikemcginty@camp-joy.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



THE INTERNSHIP OF A LIFETIME

## Redwood School and Rehabilitation Center

### Internship responsibilities

- Support the coordination and promotion of Redwood's special events, including the Redwood Express, which is our premier fundraiser that attracts hundreds of guests to raise over \$100,000 in support for children and adults with special needs;
- Work with Redwood's Development team and marketing committee to sustain our public awareness campaign throughout Northern Kentucky and Greater Cincinnati;
- Create and design periodic press releases, email campaigns, and other marketing collateral to promote Redwood's programs, special events, and volunteer opportunities
- Work closely with the Development team to sustain social media strategies for our Facebook, Twitter, and other accounts;
- Assist with maintaining the agency website.

### Required skills/training

- Accuracy and timeliness
- Commitment to quality is critical for effectively carrying out special events, the awareness campaign, marketing initiatives, etc.
- Potential interns should be proficient in all Microsoft Office, Windows, Excel, and PowerPoint.
- Experience with Adobe InDesign is desired.
- Excellent writing skills required.
- In order to comply with Redwood's licensing and accrediting agencies, employees must pass a background check, drug test, and tuberculosis (TB) test.

### About the program

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If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

### Mike Goldman

Chief Development Officer  
Redwood School and  
Rehabilitation Center  
859-331-0880  
mgoldman@redwoodnky.org

### More about Redwood School and Rehabilitation Center:

[www.redwoodnky.org](http://www.redwoodnky.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## March of Dimes

### Internship responsibilities

- Coordinate day-of volunteer sign-ups and assignments
- Assist [March of Babies \(MFB\)](#) director with logistics preparation as needed
- Participate in MFB logistics committee planning meetings
- Help Development Specialist with MFB company, family and school teams
- Assist as assigned to coordinate MFB Kick-off Event for teams in February
- Assist as assigned to coordinate MFB Awards Event
- Work on-site at MFB event

### Required skills/training

- Marketing material creation and general office work responsibilities.
- Social media experience. Trained in power point, word, excel and outlook.
- Organizational skills – coordinate and tracking progress
- Ability to keep accurate updated spreadsheets
- Ability to communicate clearly by phone, and email
- Ability to communicate in meetings and in front of groups
- Working knowledge of word, excel, PowerPoint
- Ability to learn internal data systems for tracking/recording
- Team player – ability to work in groups
- Optional but preferred – experience in any event coordination or fundraising

### More about March of Dimes:

[www.marchofdimes.org](http://www.marchofdimes.org)

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Apply directly by the not-for-profit. Pays \$10 per hour.

If you're interested in the Spring Semester 2017 (January - May) internship apply directly to:

### [Tina Jackson](#)

Executive Director, Market Development  
March of Dimes  
513-370-5005  
[kcjackson@marchofdimes.org](mailto:kcjackson@marchofdimes.org)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## Over-the-Rhine Chamber

### Internship responsibilities

- Provides support to President on organization's strategic plan and goals.
- Produces biweekly emails, including interviews with small business owners for blog.
- Assists in updating organization website, including stakeholder and member database.
- Assists in event planning
- Writes and distributes media releases, as needed
- Telephone solicitations for membership payments/ renewals

### Required skills/training

- Able to work independently, be reliable and a self-starter.
- Strong interpersonal and written communication skills.
- Knowledge of how to write and distribute media releases.
- Proficiency in all Microsoft Office programs.
- Proficiency in Adobe Creative Cloud

### More about Over-the-Rhine Chamber:

[www.otrchamber.com](http://www.otrchamber.com)

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If you're interested in the Spring Semester (January - May) internship apply directly to:

### Emilie Johnson

President  
Over-the-Rhine Chamber  
513-241-2690  
[emilie@otrchamber.com](mailto:emilie@otrchamber.com)

# SCRIPPS HOWARD

## COMMUNICATION INTERNSHIP PROGRAM



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## Redwood School and Rehabilitation Center

### Internship responsibilities

- Support the coordination and promotion of Redwood's special events, including the Redwood Express, which is our premier fundraiser that attracts hundreds of guests to raise over \$100,000 in support for children and adults with special needs;
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- Work closely with the Development team to sustain social media strategies for our Facebook, Twitter, and other accounts;
- Assist with maintaining the agency website.

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- Commitment to quality is critical for effectively carrying out special events, the awareness campaign, marketing initiatives, etc.
- Potential interns should be proficient in all Microsoft Office, Windows, Excel, and PowerPoint.
- Experience with Adobe InDesign is desired.
- Excellent writing skills required.
- In order to comply with Redwood's licensing and accrediting agencies, employees must pass a background check, drug test, and tuberculosis (TB) test.

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### Mike Goldman

Chief Development Officer  
Redwood School and  
Rehabilitation Center  
859-331-0880  
mgoldman@redwoodnky.org

### More about Redwood School and Rehabilitation Center:

[www.redwoodnky.org](http://www.redwoodnky.org)