



Ronald McDonald House Charities of Central Indiana, Inc.

Rev. 06/2018

**TITLE:** Intern – Communications and Marketing (*Unpaid Internship*)  
**REPORTS TO:** Chief Advancement Officer and Marketing & Communications Manager  
**DEPARTMENT:** Advancement  
**SUMMARY:** The intern will provide communications and marketing support to the Ronald McDonald House Advancement Team.

**KEY RESPONSIBILITIES:**

The intern will work closely with the Chief Advancement Officer on a variety of projects including:

- Writing articles for the Ronald McDonald House Charities of Central Indiana newsletter.
- Developing news releases and other press material.
- Assisting with coordinating the House’s e-newsletter.
- Creating content for the House’s social media platforms
- Assisting with community outreach efforts including the Pop Tab Program.
- Assisting with special events.

**COMMITMENT:**

Exact start and end dates are flexible, and will be determined by the House and the student. This position involves approximately 15-20 hours of work a week.

**QUALIFICATIONS:**

- Professional demeanor, solid organizational skills, good time management, ability to multi-task.
- Experience with news writing and editing.
- Excellent written and verbal skills.
- Proficiency in Microsoft Office. Experience with web software and social media a plus.
- Should have completed at least two years of undergraduate study.
- Concentrations of study may include communications, PR, journalism, marketing, English, or a related area.

**Please submit your application, cover letter, resume and two writing samples to:**

Mary Friend, Volunteer Resources Manager – [mfriender@rmhccin.org](mailto:mfriender@rmhccin.org)