

2019-2020 Academic Year Bloomington Press Club Internships

If you have completed at least your sophomore year by May 2019 at Indiana University-Bloomington, and want an opportunity to:

- Increase your communications skills
- Establish contacts,
- Gain experience, and
- Serve the local community,

then, you are invited to apply for a communication internship at either Big Brothers Big Sisters or Middle Way House (*see descriptions on the next pages*) for the 2019-2020 academic year. These two Internships are sponsored by the **Bloomington Press Club** in cooperation with the **United Way of Monroe County**.

The stipend for the internship is \$1,000 for which 150 hours of work are required during the next academic year. That works out to about 5 hours each week.

The work schedule will be arranged by the student and the agency. The candidates selected will be assigned a mentor to serve as adviser and liaison among the agency, the Press Club and the students. The mentor will hold an initial meeting with the students and the agency representatives where the work schedule/working relationship will be established by late August 2019. The mentor and the students will maintain contact as warranted throughout the internship. At the end of the internship, the students will submit a final written report on the internship experience to the Press Club. They will also be asked to attend a Press Club meeting at the end of April 2020 to describe briefly the internship to the members.

Position descriptions are attached. After reviewing applications and interviewing finalists in person in mid-April, the Press Club Internship Committee will select the interns.

Name _____ IU ID# _____

Major _____ Year in School 2019-2020 (underline one below)

Junior

Senior

Graduate Student

Local Address _____ Zip _____

Cell Phone _____ Email _____

Please write a short statement explaining what you are seeking in the internship experience and why you think you would be a good fit for either or both of the agencies.

Send this application with your written statement and a current résumé (as one attachment) in PDF format, to: Jack Dvorak, Bloomington Press Club Internship Committee Chair: dvorakj@indiana.edu **Application deadline:** Wednesday, March 27, at 5 p.m.

Notification of Finalists: About one week after the deadline...

Big Brothers Big Sisters

Big Brothers Big Sisters of South Central Indiana (BBBS) would like to be considered for the Bloomington Press Club internship scholarship program for the 2019-2020 academic year.

Listed below are some of the duties and expectations of the communications internship position. The student will assist professional staff with marketing and communication to reach the general public, donors, volunteers and clients. Duties include, but are not limited to the following:

- Compile, write, edit and distribute (via mail and email) the agency newsletter. This is a monthly publication for our donors, volunteers, the children we serve and our community supporters.
- Responsible for communicating in business to business relationships
- Assist with social media (Twitter, Instagram, & Facebook) and website
- Write, edit and distribute press releases regarding agency news
- Assist the agency during BBBS national rebranding campaign
- Assist with planning and promotion of the agency's events and activities
- Publicize volunteer recruitment information sessions
- Assist with planning and promoting National Mentor Month
- Assist in the national promotion for the Big of the Year from Bloomington
- Assist BBBS @ IU group in communications for recruitment and events

Our goal for the position is to provide valuable experiential learning for the intern. The student will gain experience in a professional setting and have the opportunity to apply classroom learning in a working environment, preparing him/her for future employment in the field of communications. The goal for our agency is to fill a valuable position within our organization that will help us strategically reach our goals of reaching more children in our community.

The intern will report to the Events and Communications Coordinator, and work closely with program staff and the Executive Director. This position will have the opportunity to attend all agency staff meetings and contribute to decision making within the agency. The Press Club Intern will experience substantial work that will make an immediate impact on the agency and community. The intern will see actual results from their work and how it impacts our local Bloomington community.

We have found this position to be a major asset to our long-term efforts at Big Brothers Big Sisters in the past and we hope to have this opportunity to work with another talented student during the 2019-2020 academic year.

Middle Way House

Our Communications Coordinator here at Middle Way House would be very interested in working with one of the communications interns. Below is a description of her needs.

Intern would assist Middle Way House's Outreach Communications Coordinator with the following tasks related to creating greater awareness of issues affecting survivors of domestic violence, sexual assault, and human trafficking; awareness of Middle Way House's empowering and supportive services available to survivors; and promotion of educational and fundraising events.

Specific examples of duties would include: Social Media Management (including graphic design, copy writing, scheduling, and metrics tracking); Website Design and Management (includes graphic design and copy writing); Print and Electronic Collateral Development and Management (preparing materials to support direct service staff, development team, and community education and fundraising events, obtaining print quotes, and managing print jobs, including preparation and management of purchase requisitions); Community Relations and Media Management (assistance with preparing press releases, public service announcements, tracking and managing media inquiries, etc.).