



TITLE: Communications Intern
DEPARTMENT: Marketing and Communications
REPORTS TO: Field Marketing and Communications Manager

JOB SUMMARY

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. Our mission is to lead the way to end Alzheimer's and all other dementia — by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.

Under the marketing and communications department, the communications intern will gain professional experience in dealing with reporters and editors as they learn about pitching and placing stories in community newspapers, TV and radio, and regional news media, as well as event planning. This internship will support a wide range of initiatives throughout the Midwest and Central Plains Territory, so the applicant must be an upbeat self-starter, organized and enjoy a fast-paced work environment.

JOB RESPONSIBILITIES

- Support PR for Association outreach across multiple states in the Midwest and Central Plains Territory
- Interview families affected by Alzheimer's to write stories and pitches
- Draft content for press releases, media alerts, media pitches, articles and social media
- Pitch stories to news media via email or phone

SKILLS AND QUALIFICATIONS

- Proficient with Microsoft Office (especially Word and Excel)
- Ability to work well independently, incorporate suggestions and meet deadlines
- Desire to approach challenges strategically and creatively
- Understanding of public relations principles
- Strong writing skills and attention to detail
- AP Style knowledge
- Skilled at collaborating cross-functionally

**This is a remote-only position. Must have own laptop to use.*

PROFESSIONAL DEVELOPMENT

- Gain professional experience managing projects and balancing multiple priorities
- Experience working within a nationally recognized brand framework
- Work within a high-functioning and inspiring workplace atmosphere
- Learn and contribute in a local non-profit environment with a national reach

TRAINING & EVALUATION

- Branding guidelines and style guide will be provided
- Online training courses (as relevant to internship)
- Individual training with supervisor for special projects
- Ongoing evaluation / feedback provided throughout internship

COMMITMENT

- One semester
- 15 hours/week, flexible scheduling based on school load
- Preference to students nearing graduation (junior or senior years) or recent graduate

APPLICATION PROCESS

Submit the following to jrsimbürger@alz.org:

- Resume and cover letter.
- List of relevant classes taken that relate to the position.
- Two writing samples (e.g., press release, news article, media pitch).

CONFIDENTIALITY

The Alzheimer's Association has an obligation to safeguard the confidential nature of personal information and shall not disclose, in an individually identifiable way, information about a particular person without the person's expressed authorization. All volunteers are expected to safeguard confidential information to the degree that their volunteer position is given access to the identity and details of persons living with Alzheimer's disease and their families.

For more information about this volunteer position, please email:

jrsimbürger@alz.org