

POSITION TITLE: Communications Intern
DEPARTMENT: Communications
REPORTS TO: Senior Manager, Media Relations
DATE: May – August (flexible)
LOCATION: 8430 W. Bryn Mawr Ave, Suite 800, Chicago, IL 60631
STATUS: Unpaid

This position will assist the Senior Manager of Media Relations and the Communications Specialist in meeting goals set by the senior management team of the Alzheimer's Association Illinois Chapter. This position will assist in creating and writing copy for Chapter promotional materials meant to publicize Chapter-wide activities within a strategic communications plan.

General Summary of Position:

- Work with the Chapter's social media accounts
- Source new media prospects
- Write copy for e-newsletter, magazine and website
- Submit and post Chapter events and offerings on news websites
- Other projects as assigned

Schedule Requirements:

We are looking for someone that is interested in communication, public relations and or Alzheimer's disease. An ideal candidate would be majoring or minoring in communications or a related field. The schedule requirements are flexible but must be pre-determined and must be within the Mon-Fri. 9am-5pm work week with a minimum of 8-15 hrs. per week.

Minimum Requirements:

- Outstanding writing skills
- Excellent verbal communication skills
- Strong organizational skills, this position will require you to be efficient at multitasking
- Basic knowledge of Microsoft Office, Excel and PowerPoint
- Interest in communications/social media and a willingness to learn

HOW TO APPLY: Please submit a copy of your resume, cover letter and 1 writing sample to Louie Iovane, Director, Volunteers at liovane@alz.org.

NO PHONE CALLS PLEASE!