



Job Description

Position Title:	Development and Communications Intern
Classifications:	Part-Time / Non-Exempt
Project:	Development & Communications
Reports To:	Development & Communications Director
Issue Date:	November 2024

I. Job Purpose

Reporting to the Development & Communications Director, the Development and Communications Intern is responsible for supporting development and communications functions, including generating content and identifying media opportunities that:

- promote positive images of aging,
- inform and educate the public about the impact of Pro Seniors' services,
- in a non-partisan way, inform the public of issues that impact Ohio seniors, and
- engender support for Pro Seniors' mission.

II. Major Job Duties and Responsibilities

Upon developing their knowledge of Pro Seniors' programs and services, including eligibility criteria, counties served, demographic profile and community impact, the Development and Communications Intern may be assigned to complete any of the following:

1. Creating print, digital and video content for use on social media, email communications, Pro Seniors' website and for outreach to other professionals, potential donors and the public.
2. Interviewing clients, obtaining photographs, writing impact stories and filming video testimonials for use with multiple channels
3. Assisting with fundraising campaigns and special events
4. Supporting the Pro Seniors' mission by striving for excellence in all aspects of their job with a focus on positive interpersonal relationships with co-workers
5. Representing Pro Seniors at community outreach events to increase awareness services, volunteer opportunities, and impact
6. Performing other related duties as assigned by the Development and Communications Director

III. Working Relationships

Internal: Development & Communications Director, staff and volunteers.

External: Existing and potential community partners, volunteers, donors and media contacts.

IV. Work Requirements

1. Education / Knowledge

Completed or working toward a college degree in Development, Fundraising, Marketing, Communications, or related discipline.

2. Experience

Excellent communication skills, both oral and written, are required along with an engaging and professional presentation style.

3. Skills and Abilities

- Exemplary interpersonal, listening and communications skills
- Advanced computer skills with proficiency in MS Office products, donor database, Canva and Constant Contact or similar email marketing platform
- Must be will willing to work as part of a team, coordinating activities and maximizing opportunities
- Experience and comfort with social media
- Demonstrated collaboration skills
- Administrative skills
- Ability to demonstrate assertively to staff, leadership volunteers and donors the essential traits of knowledge, confidence, warmth and sincerity
- Working knowledge of Microsoft Office or equivalent software
- Familiarity with nonprofit issues is a plus

V. Hours, Compensation and Work Setting

Between January and April the Development and Communications Intern will work at a rate of \$18/hour, up to 10 hours per week. From May through August, the intern will work a maximum of 40 hours per two-week pay period. If appropriate, the Development and Communications Intern may continue their role once the school term resumes in the fall.

After completing an in-person orientation at Pro Seniors' Cincinnati office, the Development and Communications Intern will work in the office with occasional remote work assigned, as appropriate to the nature of the activity.

The Development and Communication Intern will provide their own reliable transportation to engage in outreach for this project. Pro Seniors will provide mileage reimbursement consistent with IRS rules.