PUBLIC RELATIONS / MARKETING INTERNSHIP ANNOUNCEMENT

Organization: DeKalb Community Service Board, 445 Winn Way, Decatur, GA 30030  www.dekcsb.org

Time Frame: Fall, Spring and Summer internships are available

Hours: Flexible

DeKalb Community Service Board (CSB) is an innovative, community-based behavioral health and developmental disabilities services organization located in metropolitan Atlanta, Georgia. As a public, not-for-profit organization, the DeKalb CSB operates more than 20 locations in DeKalb County with a diverse workforce of more than 500 direct care and support staff. We strive to provide the highest quality, evidence based mental health, substance abuse and developmental disabilities services to more than 10,000 clients annually. We envision a community in which disabilities no longer limit potential.

Description:
The DeKalb CSB is looking for an energetic, self-motivated individual to help in our Community Relations office. This internship is an excellent opportunity to build your portfolio and gain real world experience. Projects may include employee communication, media relations, community awareness efforts, special events and fundraising/development. The primary responsibilities of the PR intern position include:

- Writing and editing web content, newsletters, press releases, flyers, and publicity materials
- Planning and executing social media efforts (Facebook, LinkedIn, Twitter and YouTube pages)
- Assisting with community outreach and coordinating special events (including a 5K run/walk fundraiser)
- Working with senior staff to implement a Community Relations Plan that aligns with the current strategic plan
- Assisting with the annual report
- Working with other departments to improve internal communication efforts
- Organize and maintain department resources and files
- Research opportunities within the community to promote and market DeKalb CSB
- Other duties as assigned

Qualifications:

- College student or graduate (Preferred degrees - Communications, Public Relations, Marketing, Journalism or English)
- Strong written and verbal communication skills necessary
- Proficient in Microsoft Office (Graphic design skills are a plus but not required)
- Critical skills required include customer service, initiative, versatility and self-management

Compensation: For credit only, non-paying

Interested candidates should email a résumé, cover letter and two writing samples to:

Jennifer Highsmith
Community Relations Director
DeKalb Community Service Board
info@dekcsb.org