



Big Brothers Big Sisters
Southeastern Pennsylvania

Integrated Marketing and Communication Internship
Marketing, Media Relations, Public Relations, Advertising, Messaging

Big Brothers Big Sisters Southeastern Pennsylvania (BBBS SEPA), the premier youth mentoring organization in the state, seeks a part-time Marketing and Communication intern for Fall 2009 and Spring 2010.

Internship Description

The intern will work directly with managers and directors, and will learn the business behind one of the most efficient and results-oriented non-profit organizations in the region. The internship includes opportunities to build a professional portfolio. Take advantage of this opportunity to work with an organization that helps 4000 children in our region each year, and has 88% brand recognition.

The intern will be expected to:

- Perform functions as assigned that may include but not be limited to:
 - Support of all communications functions including preparing drafts of news releases and other marketing materials as needed; proofreading and editing copy of drafts that target various market segments.
 - Conducting interviews of individuals and writing copy for internal and external publications.
 - Assisting with mailings and other project management tasks.
- Work on ad hoc reports and projects, and respond to requests as assigned.
- Exhibit professionalism in all phone and in-person interactions.

Qualifications

Applicants should be hard working, have excellent writing, researching, editing and speaking skills, and be proficient in Microsoft Office applications. Familiarity with media writing is a plus.

Contact

Please send a letter of interest and resume to:
Rachelle Damminger, Director, Marketing and Communication
rdamminger@bbbssepa.org
Fax 215.790.1492

About Big Brothers Big Sisters Southeastern Pennsylvania

Big Brothers Big Sisters Southeastern Pennsylvania (BBBS SEPA) proudly serves Chester, Delaware, Montgomery and Philadelphia counties with our life-changing youth mentoring program. We make a difference by matching a child with a Big Brother or Big Sister – a friend and role model who can help to bring out the full potential in their "Little."

With a network of more than 80 professionals in five regional offices, and more than 400 sister agencies nationwide, our volunteers help children to have new experiences and see the world differently. Research shows that these shared moments have a positive impact on the lives and futures of these children. Simply put, with BBBS mentoring, life's little moments really do create "Big magic." Visit www.bbbssepa.org to learn more.

BBBS SEPA promotes a culture of inclusion and seeks talented staff from diverse backgrounds. BBBS SEPA does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor