



SCRIPPS HOWARD
FOUNDATION



Greater Cincinnati Chapter of the American Red Cross

RESPONSIBILITIES

- Writing press releases, writing stories for internal and external publications, media relations and developing media plans.
- May assist in providing media coverage at local disaster areas by writing talking points and arranging interviews
- Update the media contact list and contact the media to pitch story ideas
- Write stories for online and print formats and assist in maintaining social media and website

REQUIRED SKILLS/TRAINING

- Strong writing skills, ability to adapt to use of AP style is beneficial
- A professional demeanor with polished oral communication skills to competently interact with high-level volunteers (board of directors), staff and external groups.
- The ability to work in a fast-paced, disaster response-based environment
- Valid driver's license, good driving record and the ability to provide own transportation.
- Photography (digital) experience required.
- Knowledgeable in Excel, Word, InDesign, Photoshop and other publishing software recommended
- Knowledgeable in Facebook, Twitter, Instagram and other social media platforms highly recommended

ABOUT GREATER CINCINNATI CHAPTER OF THE AMERICAN RED CROSS

The Greater Cincinnati Chapter of the American Red Cross is a non-profit, volunteer-based organization servicing the community by providing relief to victims of disaster and by teaching people how to prevent, prepare for and respond to emergencies.

TIMING

Summer 2018

ABOUT THE PROGRAM

The Scripps Howard Foundation provides grants to area not-for-profit organizations to fund communication internships.

Only juniors and seniors in communication, public relations, journalism or marketing are eligible to apply.

Only one Scripps Howard Communication Internship per student.

Pays \$10 per hour.



TO APPLY

Elvia Price

Communications & Marketing Director
elvia.price@redcross.org
513-579-3910



Located in Cincinnati



CincinnatiRedCross.org



SCRIPPS HOWARD
FOUNDATION



Stepping Stones

RESPONSIBILITIES

- Work primarily on our signature fundraising event - Bloom - which bring in nearly \$350,000 for the agency from 450 guests.
- Confirm food donations, package silent auction items, assist with mass printing projects, help with event publicity and work with key volunteers.

REQUIRED SKILLS/TRAINING

- Computer skills, self-starter, comfortable speaking with donors and volunteers, organized, willingness to learn, enthusiastic and positive.

ABOUT STEPPING STONES

Since 1963, Stepping Stones has been helping people with disabilities find pathways to independence that improve their lives and enable them to be more fully participating members of their communities.

Programs include Greater Cincinnati's oldest Summer Day Camp for children with disabilities, Respite and overnight Staycations for teens/adults, Saturday Kids/Young Adults Clubs providing extracurricular activities, Adult Day Services focusing on health, active lifestyle, social interaction, and independence and Step-Up alternative education for students with autism. New programs include Sensory Needs Transition, helping students w/ autism transition from high school to adulthood, and Adult Social Engagement, providing opportunities to socialize during the evening/weekend for adults with disabilities. Program sites are in Indian Hill, Batavia, Norwood and Monfort Heights.

At Stepping Stones, people w/ disabilities learn to identify and celebrate their abilities as they build confidence/greater independence. Our programs constantly reach through the disability to find the abilities that everyone has.

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TO APPLY

Kelly Crow

Director of Development
kelly.crow@steppingstonesohio.org
513-965-5148



Located in Cincinnati



www.steppingstonesohio.org



SCRIPPS HOWARD
FOUNDATION



CAIN - Churches Active in Northside

RESPONSIBILITIES

- Work directly with the Development Coordinator to help develop and implement plans to raise both awareness and donations for a model small non-profit agency
- Assist with planned fundraising events, enhancing CAIN's social media presence by photographing and documenting events, working with the External Affairs Committee to promote fundraising events and assisting in the production of the Annual Report

REQUIRED SKILLS/TRAINING

- Microsoft Word and Excel
- Experience with social media for organizational use
- Excellent writing skills
- Comfortable working in a diverse environment
- Ability to prioritize and meet deadlines
- Intern will experience direct service to guests,

ABOUT CAIN - CHURCHES ACTIVE IN NORTHSIDE

CAIN is a neighborhood ministry that transforms lives and inspires hope by providing nutritious food, crisis assistance, resources and compassion in a way that respects human dignity and builds a more vibrant community. CAIN assists 45223 ZIP residents who are low-income and food insecure at the Rainbow Choice Pantry, provides a weekly free community meal and offers temporary housing for women and their children struggling with homelessness.

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TO APPLY

Emily Moores

Development Coordinator
giving@caiministry.org
513-591-2246



Located in Cincinnati



www.cainministry.org



SCRIPPS HOWARD
FOUNDATION



Scripps Howard Communication Internship

TIMING

Summer 2018

Brighton Center, Inc

RESPONSIBILITIES

Brighton Center is a large, diverse organization with endless opportunities for an intern to gain experience in fundraising, communications/marketing, and donor relations.

As a small department of two, our development office offers the ideal opportunity for an intern to gain hands on, real world experience with the guidance of an experienced Development Director and Marketing & Communications Specialist.

The intern will work on a variety of projects including fundraising events, donor communications, social media content creation, press releases and media pitches, general electronic and print marketing pieces, cause marketing efforts and donor engagement.

REQUIRED SKILLS/TRAINING

- The development/marketing intern will gain exposure to both the fundraising and marketing/communications side our nonprofit.
- Experience includes writing, interviewing, taking photos, content creation for both digital and print platforms and utilizing fundraising/donor relations strategies for specific campaigns with measurable goals.
- The intern will also utilize strategic media relationships and various communication techniques to increase public awareness and visibility, ultimately resulting in meeting financial goals in support of our mission.
- In addition, the intern will assist in working with businesses, universities, and Northern Kentucky Chamber members to engage and cultivate young professionals through leadership activities, advocacy, volunteering, and fundraising activities in support of Brighton Center's mission.

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TO APPLY

Rebecca Timberlake

Development Director

btimberlake@brightoncenter.com

859-491-8303



Located in Newport



<http://www.brightoncenter.com/>



SCRIPPS HOWARD
FOUNDATION



Cincinnati Association for the Blind and Visually Impaired

RESPONSIBILITIES

- Help to coordinate all aspects of 19th Annual CABVI's Yes You Can 5K and 2nd Annual Dining in the Dark Gala for CABVI, including:
 - Work with PR consultant to write, distribute and follow-up on press releases
 - Corporate and media sponsor benefits coordination
 - Corporate team coordination for the 5K
 - Publicity and poster/flier distribution to increase attendance
 - Secure in-kind gifts for supplies needed for events
 - Work with Volunteer Services Manager to secure volunteers for events
 - Liaison with event location staff
 - Logistics on day of events
 - Coordinate appropriate follow-up after events. Prepare all post-event reports
 - Assist with other duties as assigned.
 - Participate in a volunteer orientation to become knowledgeable about CABVI's services.

Ideally, we would like an intern who can work 200 hours between May and November in order to help with two events. T

REQUIRED SKILLS/TRAINING

- Good communication, written and organizational skills required
- Ability to work independently
- Experience working with people with disabilities preferred

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TO APPLY

Aaron Bley

Director of Development and
Community Relations
aaron.bley@cincyblind.org
5134874233



Located in Cincinnati



www.cincyblind.org



SCRIPPS HOWARD
FOUNDATION



Arthritis Foundation

RESPONSIBILITIES

- Develop and disseminate press releases to local media to promote Sips & Bites
- Assist with marketing and PR needs tied to Sips & Bites promoting the event to new target markets utilizing new marketing & media channels
- Assist with event logistical needs
- Communicate with honorees once per month leading up to the event
- Document donations and reservations using Greater Giving data base and update information in Affinity data base
- Help assemble silent auction baskets and punch board items

REQUIRED SKILLS/TRAINING

- A dependable self-starter that can work independently with a strong initiative and work ethic
- Ability to clearly communicate ideas to others and follow directions to complete tasks
- A trust-worthy professional that can multi-task in a fast-paced environment

ABOUT ARTHRITIS FOUNDATION

The mission of the Arthritis Foundation is to improve lives through leadership in the prevention, control and cure of arthritis diseases. The Ohio River Valley Chapter serves over 2.7 million children and adults with arthritis in Southern Ohio and Kentucky through efforts in public health programs and education, public policy and research.

TIMING

Summer 2018

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TO APPLY

Judy Berrens

Market Relations Coordinator
jberrens@arthritis.org
513-527-5048



Located in Cincinnati



arthritis.org



SCRIPPS HOWARD
FOUNDATION



Dress for Success Cincinnati

RESPONSIBILITIES

- Work closely with our communications staff and volunteers to plan and deliver social media content, plan and produce an organizational video, assist with news releases and other writing projects
- Provide valuable assistance in other areas as needed throughout the internship period.

REQUIRED SKILLS/TRAINING

- Required skills include excellent written and interpersonal communication skills, comfort interacting with women from a wide variety of socio-economic backgrounds. Experience with Publisher are key, Photoshop and InDesign are a huge plus.
- Finally, flexibility and the ability to work in a fast-paced environment are essential.

ABOUT DRESS FOR SUCCESS CINCINNATI

The mission of Dress for Success Cincinnati is to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help women thrive in work and in life. Our vision is a world where women do not live in poverty, are treated with dignity and respect and are strengthening their families and shaping their communities. While we are best known for providing interview-appropriate clothing for women, Dress for success is recognized as a national leader in workforce development programming for women.

TIMING

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TO APPLY

Tracey Zwick

Associate Director, Operations
tzwick@dfscincy.org
513-322-1793



Located in Cincinnati



www.dfscincy.org



SCRIPPS HOWARD
FOUNDATION



Magnified Giving

RESPONSIBILITIES

- Our interns are very empowered to support our mission using their gifts and talents. That is what we teach, so it is incredibly flexible to support Magnified Giving in communications, marketing or journalism. Our interns are in charge of our social media, our "storytelling" from philanthropic service experiences of our participating students, teachers and charities that we support each year. Each day is different. By the end of the summer, all press releases are created, social media updated and loaded for the upcoming school year as well as being a Camp Give youth counselor role for three weeks in the summer. Interacting with other interns focused on data research, our intern has responsibility for our communications and reporting to our donors what we accomplished as an organization from the past school year. We are celebrating our 10th year and this will bring even more fun and exciting opportunities to report.

REQUIRED SKILLS/TRAINING

- Our intern should be social media savvy, be able to write newsletter stories, interview students, teachers, donors and charity representatives and craft press releases from previous templates, and create complete programming recaps from provided data. Working with photos, graphics and Constant Contact is a bonus and we would offer such opportunities. Our interns work with everyone in our organization and take on a leadership role reporting to our Board of Directors in a presentation of their work in the July meeting. (always a highlight for our board) Once an intern at Magnified Giving, you are considered one of the family and can be engaged at any level desired post internship.

ABOUT MAGNIFIED GIVING

Our internship is a very empowered opportunity to learn about philanthropy, our community needs, how we educate and inspire teens

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HOW TO APPLY

Kelly Collison

Executive Director

kelly@magnifiedgiving.org

5137339727



Located in Cincinnati



www.magnifiedgiving.org



SCRIPPS HOWARD
FOUNDATION



Big Brothers Big Sisters of Greater Cincinnati

RESPONSIBILITIES

- **#GivingTuesday:** Create a campaign for #GivingTuesday (November 28, 2017) to raise funds and awareness for BBBS of Greater Cincinnati. Includes customizing and creating a marketing campaign to promote #GivingTuesday and BBBS. We realize the intern will not be here to execute and launch #GivingTuesday in November, but want to be ahead of the game for 2017. Having someone dedicated to pulling together a functioning plan, creating all the materials and having confirmation from restaurants and companies will be a huge help and allow us to do follow-up and launch in November.
- **Research/Analysis:** Develop a customer relationship management program to assist in the procurement of major gifts and grants that will aid in the development of our annual fundraising stewardship plan.
- **Event Support:** Marketing support for 5K Run and Over the Edge fund raisers.

REQUIRED SKILLS/TRAINING

- People person. Organizer. Excellent speaking and writing abilities. Willingness to work with a team. Positive attitude. Must have a car (mileage reimbursed).

ABOUT BIG BROTHERS BIG SISTERS OF GREATER CINCINNATI

Big Brothers Big Sisters of Greater Cincinnati provides one-to-one mentoring services to children ages 6-18 in an eleven county tri-state region.

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TO APPLY

Cherise Duncan

Special Events Manager
duncan@bigforkids.org
513-421-4120



Located in Cincinnati



www.bigforkids.org



SCRIPPS HOWARD
FOUNDATION



The Betts House

RESPONSIBILITIES

- Assist in managing: exhibits, marketing, program development, targeted audience outreach, operational materials and fundraising.
- Help build our programs and audience, along with learning a host of office management practices applicable to small businesses and nonprofits. From basic customer service and building new marketing opportunities to creative marketing on a tight budget, we offer the intern hand on experiences that will help them build a strong foundation of management skills.

REQUIRED SKILLS/TRAINING

- Customer service, marketing, clerical work, social media, and education/interpretation.

ABOUT THE BETTS HOUSE

Built in 1804, Ohio's oldest brick house is located in the Betts-Longworth Historic District near downtown Cincinnati. Located two blocks west of Music Hall, the house is open Wednesday, Friday and Saturday 12-5 p.m. Other days and times are available by appointment. Admission is \$5 per adult and \$2 per child. Visit www.TheBettsHouse.org for more information.

The Betts House is owned by the National Society of the Colonial Dames of America in the State of Ohio (NSCDA-OH), a non-profit organization, founded in 1896, which promotes our national heritage through historic preservation and education. The NSCDA-OH has owned and maintained the Kemper Log House for over 60 years, first at the Cincinnati Zoo and now at Heritage Village in Sharon Woods, the Colonial Gallery at the Cincinnati Art Museum, and the Betts House for more over 20 years, to ensure that these historic structures are preserved and shared with the community.

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TO APPLY

Cora Arney

House Manager

housemanager@thebettshouse.org

513-651-0734



Located in Cincinnati



www.thebettshouse.org



SCRIPPS HOWARD
FOUNDATION



Tender Mercies, Inc.

RESPONSIBILITIES

The Tender Mercies Development team is seeking a PR/Marketing intern to assist with our efforts to build awareness in the community among younger donors. Specific responsibilities include the following:

- Support coordination of our annual Golf Outing, Taste of OTR, and gala events
- Create and send out periodic press releases
- Assist with the creation of marketing materials including newsletters, event posters, fact sheets, etc.
- Assist with updating and maintaining agency website and external sites, including social media
- Research new ways to raise funds and attract younger donors
- Other duties as assigned

REQUIRED SKILLS/TRAINING

- Excellent oral, written and interpersonal communication skills
- Proficiency with computers and related technology, especially Microsoft Office, Facebook, and Constant Contact
- Excellent organizational skills and attention to detail
- Flexibility and ability to deal with change in a fast-paced environment
- Experience in the writing of media releases, newsletters, & web content

ABOUT TENDER MERCIES, INC.

Tender Mercies is a nonprofit that provides permanent housing and support services to homeless adults with mental illness. We help over 150 adults each year rebuild and recover, to prevent a return to homelessness.

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TO APPLY

Jackie Baumgartner

Development Director

jbaumgartner@tendermerciesinc.org

513-639-7021



Located in Cincinnati



www.tendermerciesinc.org



SCRIPPS HOWARD
FOUNDATION



Community Resource Center

RESPONSIBILITIES

- Newsletters and social media are primary responsibilities. With our recent merger, we need a lot of additional help with our rebranding and communications efforts.

REQUIRED SKILLS/TRAINING

- Good writing skills, independent worker, Microsoft Office experience, knowledge of Facebook, LinkedIn and other social media outlets. Constant Contact newsletter formatting and WordPress experience a plus, but we can train on these.

ABOUT COMMUNITY RESOURCE CENTER

Our mission is to Build Stronger Nonprofits. We are a connector available to support all nonprofit agencies with cost-savings opportunities (furniture bank, household and personal care products for agency's end clients), training and consulting services. We recently merged with Executive Service Corps of Cincinnati, to add additional training offerings and a new and important offering of consulting services. We are working to create a one-stop center for nonprofits to get the help they need -- either through our internal services or through the collaborations we are building with other organizations.

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TO APPLY

Christie Brown

CEO cbrown@resourceweb.org
5135544944



Located in Cincinnati



www.resourceweb.org



SCRIPPS HOWARD
FOUNDATION



United Way of Greater Cincinnati

RESPONSIBILITIES

United Way of Greater Cincinnati is looking for a creative and dynamic individual with strong writing and proofing skills to serve as an intern on its collaborative, fast-paced, impactful Marketing team.

The intern will provide public relations and marketing support to the overall communication efforts of United Way of Greater Cincinnati.

Specific duties could include auditing and proofing digital and printed marketing assets, assistance with project planning and execution, content writing, story development, opportunities to work on planning and creating strategic promotional materials for print; broadcast and electronic media, and general administrative duties as needed.

REQUIRED SKILLS/TRAINING

- Strong, proven grammar and writing skills
- Skilled in use of social media
- Use of personal car or ability to use other transportation throughout Greater Cincinnati
- Demonstrated interest/involvement in the field of marketing/communications
- Experience using electronic and online tools desired; amiliarity with Basecamp preferred

ABOUT UNITED WAY OF GREATER CINCINNATI

United Way of Greater Cincinnati fights for the health, education, and financial stability of every person in our community. It annually improves the lives of over 365,000 people across ten counties in Ohio, Kentucky and Indiana.

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TO APPLY

Adam Baker

Communications Manager
adam.baker@uwgc.org
513-762-7219



Located in Cincinnati



www.uwgc.org