



SCRIPPS HOWARD
FOUNDATION



1N5

RESPONSIBILITIES

- Help identify, plan, and implement new communication strategies, platforms and tactics
- Conduct research related to major projects, campaigns, or events
- Proofread, fact-check, and edit communications materials
- Assist in development of messaging for marketing and promotional materials including social media messaging
- Identify opportunities to strengthen 1N5's social media and digital communication presence
- Assist in production of newsletter and blog content
- Assist with community partnerships and create detailed project guidelines
- Build and maintain targeted media contact databases and conduct media outreach when applicable
- Support event coordination for large-scale events and fundraisers, including media and communication support
- Assist with grant writing and research
- Assist with developing visual elements, including short-form videos, for Instagram, Facebook, and YouTube channels

REQUIRED SKILLS/TRAINING

- Excellent communication, analytical, interpersonal, and organizational skills
- Solid technical skills including fluency in MS Office
- Responsible, creative, and enthusiastic about social change
- Must work well both independently and with others in a fast-paced and mission-oriented environment

ABOUT 1N5

The mission of 1N5 is to prevent youth suicide through awareness and education, reduce stigma, and serve as a community mental health resource. 1N5 partners with local schools to equip students, staff, and caregivers with tools to foster proper mental hygiene, prevent mental illness or distress, recognize signs and symptoms of mental illness, and understand action steps and community resources. 1N5 also works through multiple communication channels to bust mental health myths and decrease stigma.

TIMING

2019 Spring Semester
(January – May)

ABOUT THE PROGRAM

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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

Nancy Miller
Executive Director
1N5
nemiller6715@gmail.com



Located in Cincinnati



<https://1n5.org/>



SCRIPPS HOWARD
FOUNDATION



Scripps Howard Communication Internship

ADOPT A CLASS

RESPONSIBILITIES

- **Social Media Management:** Builds upon and implement current strategy to continue increased engagement on all platforms.
- **Visual and Written Content Creation:** Draft blogs, social media posts, press releases, videos, and other assets to promote brand and program.
- **Account Support:** Assists team in providing a meaningful experience for all volunteers, including attending school visits, participating in Adopt A Class events, etc.
- **Record Keeping:** Assists in the management of Salesforce (customer management system) and recording notes during team meetings.

REQUIRED SKILLS/TRAINING

- Completed or working towards a college degree in Marketing, Communications, Public Relations, or Graphic Design
- Proficiency in Microsoft Office and Social Media
- Strong and effective communicator (verbal and written)
- Craves continuous development and learning
- Data-driven and is curious about how data can be used in decision making
- Ability to work independently and as part of a team
- Honest, dependable, and responds quickly to inquiries
- Background in graphic design and video creation is a plus

ABOUT ADOPT A CLASS

Adopt A Class is a local group mentoring program dedicated to connecting businesses and civic groups with students in high poverty schools. Our mentors bring engaging and educational group activities to their mentee classroom once a month. We imagine a Greater Cincinnati where all students have access to mentors who expose them to a breadth of life and career experiences so they can unleash their full potential.

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HOW TO APPLY

Melanie Ervin
Director of Communication
Adopt A Class
melanie@aacmentors.org



Located in Cincinnati



www.aacmentors.org



SCRIPPS HOWARD
FOUNDATION



BBB CENTER FOR ETHICS

RESPONSIBILITIES

- Work with development and marketing staff to create a communications strategy
- Help run BBB Center for Ethics' social media, including organizing cross-platform content strategies
- Help create innovative marketing materials. including, but not limited to: advertising campaigns, graphic design, promotions, and media relations
- Put together networking events for our donors
- Provide support for our major fundraiser
- Create a communications strategy for our nationally recognized charity accreditation program
- Provide support for our youth and adult ethics education program
- Work directly with our Director of Strategic Partnerships on our fundraising goal and solicitation materials
- Draft brochures, newsletters and/or other organizational materials for publication
- Increase overall public awareness of BBB Center for Ethics
- Some clerical work will be involved
- Data entry

REQUIRED SKILLS/TRAINING

- Impeccable grammar and spelling
- Upper-level writing ability
- Social media prowess
- Graphic design experience preferred but not mandatory
- Ability to multi-task and take initiative
- Experience with content creation a plus
- Research and analysis skills.

ABOUT BBB CENTER FOR ETHICS

BBB Center for Ethics' vision is to make all Greater Cincinnati an ethics-centered community. The center's goal is to engage the Greater Cincinnati community to improve ethics and build a marketplace of trust by fostering a new generation of workers as well as to strengthen the current workforce by providing the tools they need to be ethical in every aspect of their work. The Center operates the largest BBB-affiliated charity accreditation program in the nation.

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TO APPLY

Corrie McGlothlin

Vice President

BBB Center for Ethics

cmcglathlin@cincinnati.bbb.org



Located in Cincinnati



<https://www.bbb.org/cincinnati/center-for-ethics/>



SCRIPPS HOWARD
FOUNDATION



BEHRINGER-CRAWFORD MUSEUM

RESPONSIBILITIES

- Create awareness and buzz in the community about Behringer-Crawford Museum and its programs by assisting with development and implementation of marketing strategies focused on increasing museum exposure, targeting new audiences and establishing new partnerships
- Strategies may include social media, e-newsletters, online calendars, websites, broadcast, newspapers, magazines, direct mailings, events and other marketing avenues
- Promote partnerships within the community by establishing and maintaining personal connections with members of local and regional organizations and institutions
- Other duties as assigned

REQUIRED SKILLS/TRAINING

- Creative thinker and writer
- Published writing an asset
- Ability to communicate clearly and effectively both verbally and in writing
- Social media, graphic design, photography and/or video experience highly desirable
- Proficiency with Macintosh products or being highly computer-literate and adaptable is required
- Proficiency on Mac "Pages" suggested
- Proficiency with spreadsheets – Excel or Numbers
- Able to work independently and be self-directed as well as an effective member of a committee when dealing with larger projects
- Experience with websites and social media outlets strongly preferred
- Flexible schedule, with some weekends required

ABOUT BEHRINGER-CRAWFORD MUSEUM

Behringer-Crawford Museum is a family-friendly museum in Covington, KY. Its interactive exhibits provide a trip through Northern Kentucky's history from prehistoric mammoth fossils to early settlement, the Civil War and the 20th century.

Our mission: "The regional history of Northern Kentucky as part of the Ohio Valley must be preserved for the benefit of present and future generations."

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TO APPLY

Laurie Risch
Executive Director
Behringer-Crawford Museum
laurie.risch@me.com



Located in Covington



www.bcmuseum.org



SCRIPPS HOWARD
FOUNDATION



CATALYTIC DEVELOPMENT FUNDING CORP OF NORTHERN KENTUCKY

RESPONSIBILITIES

- Assist in the capacity building of the organization
- Co-manage social media accounts and assist with press releases and organizational marketing materials
- Assist with special events and functions such as the Northern Kentucky Housing and Development Summit, Beyond the Curb Urban Living Tour, groundbreakings, ribbon cuttings, etc.
- Compile database of potential development properties in the cities of Ludlow, Covington, Newport, Dayton, and Bellevue
- Other special projects to be determined
- Must also be willing to help with office administration tasks as needed

REQUIRED SKILLS/TRAINING

- Position requires excellent interpersonal skills, professional demeanor and attire
- Experience with professional writing appreciated
- Adobe Suite, GIS mapping, and/or photography skills a bonus
- Willingness to help the organization with a wide variety of tasks including some that may be clerical in nature.

ABOUT CATALYTIC DEVELOPMENT FUNDING CORP. OF NORTHERN KENTUCKY

The Catalytic Fund is a private sector, not for profit organization providing financing assistance and related services for developers of quality residential and commercial real estate projects in Northern Kentucky’s urban cities of Ludlow, Covington, Newport, Bellevue, and Dayton. Its mission is to accelerate Northern Kentucky’s urban renaissance through targeted investments in catalytic real estate development and redevelopment projects in urban neighborhoods.

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TO APPLY

Travis Gysegem

Associate

Catalytic Development Funding
Corp. of Northern Kentucky
tgysegem@thecatalyticfund.org



Located in Covington



thecatalyticfund.org



SCRIPPS HOWARD
FOUNDATION



CENTER FOR ADDICTION TREATMENT

RESPONSIBILITIES

- Assist the Development Manager in the production of agency public relations materials
- Create content for website
- Develop editorial calendar and create content for all social media channels
- Create content and develop editorial calendar for external and internal newsletters
- Become acquainted with current public relations terminology and practices, and apply skills in computer applications including word processing and desktop publishing.

REQUIRED SKILLS/TRAINING

- Strong attention to detail
- Able to work independently and under pressure
- Must be able to demonstrate creativity
- Must possess strong verbal communication skills to effectively work with all levels of staff and volunteers

ABOUT CENTER FOR ADDICTION TREATMENT

CAT serves over 1,000 men and women over the age of 18 annually by providing residential and outpatient alcohol and drug addiction treatment services and programs.

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TO APPLY

Nancy Blamer
Development Manager
Center for Addiction
Treatment
nancyb@ccatsober.org



Located in Cincinnati



www.catsober.org



SCRIPPS HOWARD
FOUNDATION



CHANGINGGEARS

RESPONSIBILITIES

- Help drive the marketing of ChangingGears through updating website and social media accounts with client success stories
- Optimize the web content to improve organic search results and increase the awareness of ChangingGears through search engine optimization
- Develop several email marketing campaigns to nurture current and prospective financial donors
- Research viable foundations and organizations that could award ChangingGears grants
- Complete and submit targeted grant applications

REQUIRED SKILLS/TRAINING

- Excellent writer who can switch between tone and topic based on the assignment and audience
- Basic understanding of search engine optimization
- Ability to research search keyword performance and optimize content for identified keywords
- Online research wizard
- Technically savvy - able to learn new digital platforms quickly and become an internal expert on the tool
- Good teacher - able to teach others on the team new things

ABOUT CHANGINGGEARS

In Greater Cincinnati, transportation is one of the main barriers that must be overcome to break the cycle of generational poverty. ChangingGears provides affordable and reliable vehicles to people who are working their way out of poverty. Using a hand-up rather than hand-out model, ChangingGears restores donated cars and sells them to approved clients at half-off with a no-interest loan and access to a discounted repair program.

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HOW TO APPLY

Joel Bokelman
President
ChangingGears
joel@changing-gears.org



Located in Cincinnati



www.changing-gears.org



SCRIPPS HOWARD
FOUNDATION



CHILDREN'S LAW CENTER

RESPONSIBILITIES

Springtime is a busy marketing and communications time of year for Children’s Law Center as we produce our signature fundraising event Dancing with the CLC Stars and we prepare for our Annual Appeal Fundraising Campaign. Both of these events require significant electronic and paper based communications as well as significant media contact.

The Intern will work with the Development Director and other members of the CLC team as follows:

- Help plan and execute communication and marketing efforts for Dancing with the CLC Stars
- Help plan and execute communication and marketing efforts for the Annual Appeal
- Assist with any other marketing and communication opportunities that arise as the result of our work representing disadvantaged children and youth. (For example media relations are often called for when we are involved in significant legal proceedings on behalf of individual clients or when we are involved in class litigation seeking change in policies that impact children and youth.)

REQUIRED SKILLS/TRAINING

Excellent written and verbal communication skills with a knack for creativity. Skilled in business office software, social media, marketing and web-based communication. Must be able to work with others, participate in brainstorming sessions and be able to communicate their ideas freely. Since the intern is a vital part of our signature fundraising event Dancing with the CLC Stars, the Internship will need to continue through our event on May 30, 2019.

ABOUT CHILDREN'S LAW CENTER

Children’s Law Center, Inc. (CLC), is a non-profit legal service center protecting the rights of children to help them overcome barriers and transition into adulthood, Self-advocate, and successfully contribute to society. CLC provides individual legal advocacy for children and youth, and seeks to improve the systems that serve them. CLC offers services throughout Kentucky and Ohio and collaborates with other organizations on a variety of topics. In 2018 we hosted our third Scripps Communications Intern.

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TO APPLY

Steve Hegge

Development Director
Children's Law Center
shegge@childrenslawky.org



Located in Covington



<https://www.childrenslawky.org/>



SCRIPPS HOWARD
FOUNDATION



CINCINNATI BALLET

RESPONSIBILITIES

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, calendar listings, photo approvals, and web)
- Prepare promotional presentations and press releases
- Monitor social media channels, create social media content

REQUIRED SKILLS/TRAINING

- Enrollment in a Bachelor’s degree program required
- Familiarity with social media strategies, platforms and metrics
- Superior verbal and written communications skills
- Ability to multi-task and take initiative
- Hardworking and dedicated outlook
- Ability to take direction and absorb information quickly
- Experience with content creation a plus, even if not professionally

ABOUT CINCINNATI BALLET

Cincinnati Ballet is the Southwest Ohio region's premier professional ballet company and dance training school. Through our annual 6-production main-stage performance season, our rigorous year-round pre-professional ballet training program, and a myriad of education and community programs that extend the power of our artform beyond the stage, Cincinnati Ballet weaves the dance arts into the cultural fabric of our community.

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TO APPLY

Thomas McLaughlin

Vice President of Marketing +
Patron Engagement
Cincinnati Ballet
tmclaughlin@cballet.org



Located in Cincinnati



cballet.org



SCRIPPS HOWARD FOUNDATION



CINCINNATI COMMUNITY TOOLBANK

RESPONSIBILITIES

- **Develop Agency Impact Stories:** This internship would focus on vetting, writing, and developing collateral for impact stories to help us tell the story of what are #bluetools are doing in the community.
- **Manage ToolBank Social Media:** Intern will assist with developing a generic social media calendar that will be used to promote the ToolBank all year long in addition to creating day to day content.
- Assist with planning agency “Hammie Awards” and “Banking on our Community”- This internship will include tasks associated with agency open house in May and signature volunteer event in June.

REQUIRED SKILLS/TRAINING

- Ability to communicate effectively in writing and to prepare written and electronic documents.
- Strong writing, reporting and verbal communications skills
- Strong knowledge of digital communication and social media tools including Canva and Constant Contact
- Knowledge of adobe cloud software including inDesign, Illustrator and Photoshop.
- Ability to use Adobe Premiere is a plus but not required.

ABOUT CINCINNATI COMMUNITY TOOLBANK

The Cincinnati Community ToolBank stewards an inventory of tools and equipment for lending to charitable organizations to increase the impact of their mission related efforts in the community. By lending tools at a nominal cost, the Cincinnati Community ToolBank gives local charitable organizations the opportunity to engage an ever increasing volunteer base, take on larger and more frequent service projects, and more efficiently use valuable funding and equipment resources.

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TO APPLY

Lauren Hall

Development and
Communication Director
Cincinnati Community
ToolBank
lauren.hall@toolbank.org



Located in Cincinnati





SCRIPPS HOWARD
FOUNDATION



CINCINNATI NATURE CENTER

RESPONSIBILITIES

The External Relations intern:

- provides crucial assistance with planning, promotion and implementation of the Nature Center's largest fundraising event, Back to Nature.
- works closely with the Event Manager to market and promote the event;
- organizes the silent and live auctions;
- plans and implements overall event logistics;
- collaborates with other Nature Center departments, staff members, donors and volunteers;
- serves as a key contact before, during and after the event.

REQUIRED SKILLS/TRAINING

- Must be able to effectively tell the Nature Center's story, in person and in writing.
- Must enjoy people and be able to interact easily.
- Willingness to take charge of projects and see through to successful completion.
- Ability to learn and use a simple database is required.
- Must have a valid driver's license and car.
- Other desirable qualities include: creativity, organizational skills, interest in nature/outdoors.

ABOUT CINCINNATI NATURE CENTER

Since 1967 Cincinnati Nature Center has worked to protect green space in an increasingly urban world, and today manages over 1,700 acres for visitor education and experience. In 2018 we will serve over 210,000 visitors through educational programs (Nature Preschool, K-6th grade Field Trips, Classroom Enrichment, Teacher Education, High School Enrichment and Adult Education); Twenty miles of Hiking Trails (including an all-person's trail); Center for Conservation (Regional hub for land conservation research, collaboration and education); and EarthKids Community Outreach program (Works with 12 local social service organizations to provide positive outdoor experiences for over 1,200 under served children and their families each year).

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HOW TO APPLY

Kathy Chambers
Major Giving Manager
Cincinnati Nature Center
kchambers@cincynature.org



Located in Milford



www.cincynature.org



SCRIPPS HOWARD
FOUNDATION



CINCINNATI PLAYHOUSE IN THE PARK

RESPONSIBILITIES

The Marketing/Communications Intern will assist with a variety of strategies and tactics to support all areas of the department. Responsibilities may vary depending on the chosen intern’s skills and schedule. Duties include, but are not limited to:

- Write for Playhouse publications and blog
- Build marketing/promotional emails in WordFly
- Upload content to the website (Sitefinity CMS)
- Administrative work as needed

The intern will report to the Digital Marketing Manger on web and email duties, and to the Content Marketing Manager on writing projects

REQUIRED SKILLS/TRAINING

- Seeking a degree in marketing, communications or a related field.
- Excellent writing and editing skills are a must.
- Experience with or exposure to a Web Content Management System and/or an email marketing software.
- A strong work ethic that demonstrates initiative and creative thinking.
- Interest in theatre and the arts a plus.

ABOUT CINCINNATI PLAYHOUSE IN THE PARK

Cincinnati Playhouse in the Park has been offering audiences the finest in professional theatre for 58 years. Nationally known for its excellence and commitment to new works and as an artistic home for America's best actors, directors and designers, the Playhouse always keeps its primary role at center stage — to serve the Tristate by producing the finest in classic and contemporary works: musicals, dramas, comedies and recent hits.

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HOW TO APPLY

Aly Michaud/Natalie Hulla
Cincinnati Playhouse
in the Park
kathy.neus@cincyplay.com



Located in Cincinnati



www.cincyplay.com



SCRIPPS HOWARD
FOUNDATION



COLLEGE HILL COMMUNITY URBAN REDEVELOPMENT CORPORATION

RESPONSIBILITIES

- Work with the Community Outreach Director to maintain social media calendar and schedule posts to promote College Hill and organization's efforts to revitalize the business district and strengthen the neighborhood
- Track views, likes, friends and followers
- Assist with website posting and maintenance; work with website contractor to make website more readable and easily editable
- Assist with developing and revising marketing materials including maps, event promotions, newsletters, postcards and more.
- Assist with developing marketing materials and promoting CHCURC's annual Derby Day fundraiser to increase participation
- Develop template for monthly e-newsletter and work with the Community Outreach Director to develop content

REQUIRED SKILLS/TRAINING

- Must be familiar with Adobe Photoshop and Illustrator and experience putting together marketing/promotional materials
- Excellent verbal and written communication skills
- Ability to maneuver website and make changes to content and design
- Experience with managing social media accounts and maintaining consistent branding and voice
- Comfortable participating in events and meetings with community members and partners
- Event planning experience preferred, but not necessary

ABOUT COLLEGE HILL COMMUNITY URBAN REDEVELOPMENT CORPORATION

College Hill CURC is a community development corporation whose mission is to revitalize the Hamilton Avenue business district to strengthen the surrounding College Hill community. CHCURC works to strategically acquire and redevelop historically significant properties in College Hill's Hamilton Avenue business district. CHCURC partners with other College Hill organizations to ensure alignment and equitable development, and organizes events to bring neighbors together and build community.

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TO APPLY

Marissa Reed

Community Outreach Director
College Hill Community Urban
Redevelopment Corporation
Marissa.Reed@chcurc.com



Located in Cincinnati



www.chcurc.com



SCRIPPS HOWARD
FOUNDATION



COMMUNITY MATTERS CINCINNATI

RESPONSIBILITIES

Working together with the Community Matters leadership team to help create and implement organizational, program and event communications with a particular focus on the Washing Well.

Responsibilities include:

- Assisting with the implementation of community outreach strategies
- Developing content for website, email, press releases, and social media updates
- Helping update annual communications calendar and local media contacts
- Providing content for marketing collateral

Secondarily, the position may also include:

- Documenting community and special events
- Organizing photo and video archives
- Archiving press clippings
- Designing marketing and fundraising collateral

REQUIRED SKILLS/TRAINING

- Have a general understating of marketing and public relations fields;
- Be familiar with web, email, and social media platforms (WordPress, MailChimp, Facebook, etc.)
- Familiarity with graphic design tools (InDesign, Canva, etc.) a plus
- Be highly detailed and have excellent organizational, problem-solving, and decision-making skills
- Be flexible, willing to take design direction, and work collaboratively in a team environment;
- Be professional and an excellent representative of Community Matters
- Have an interest in the nonprofit sector

ABOUT COMMUNITY MATTERS CINCINNATI, INC.

Community Matters exists to create a thriving and more just community by removing barriers to opportunity. We work closely in partnership with the approximately 1,500 residents of the Lower Price Hill neighborhood in Cincinnati, Ohio. Our programs include the Washing Well, a social enterprise laundromat developed to meet the severe need for access to safe, affordable, and local laundry in the neighborhood.

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TO APPLY

Patty Lee

Director of Development & Communications
Community Matters
Cincinnati
patty@cmcincy.org



Located in Cincinnati





SCRIPPS HOWARD
FOUNDATION



COMMUNITY SERVICES OF NORTHERN KENTUCKY

RESPONSIBILITIES

- Research, write and distribute news releases and feature stories;
- Update and maintain web sites and social media sites, including writing and photography;
- Assist with planning and marketing fund raising events and community events to raise awareness of our mission and causes; assist with obtaining donations for fundraising events;
- Assist with research, writing and design of marketing materials for distribution in print and electronically;
- Explore opportunities to use social and networking media to reach new supporters.

REQUIRED SKILLS/TRAINING

- All personnel must be sensitive to the needs of the teenagers and adults we serve, as well as their families. Maturity and the ability to maintain confidentiality are critical.
- A background check is required.
- Drug testing is required.
- Strong writing skills are required, along with excellent grammar and spelling.
- The ability to help plan a project, under supervision, then follow through independently is important.
- Ability to independently work on obtaining items for raffle or silent auction.
- Photography and basic graphic design skills are desired.

ABOUT COMMUNITY SERVICES OF NORTHERN KENTUCKY

The Community Services (DBA The Bill & Betsy Scheben Care Center) provides a medical model adult day care to individuals in Northern Kentucky who are over the age of 16 and may suffer from Developmental Disabilities, Psychiatric issues, Cerebral Palsy, Traumatic Brain Injury, Alzheimer's or Dementia to name a few. Our Center provides a daytime program of supervised therapeutic activity, supportive health care, and support for the attainment of personal goals to medically compromised and/or disabled younger adults and the elderly, thereby improving their quality of life and delaying or eliminating the need for institutionalization. Our goal is to empower individuals with disabilities and the elderly to self-advocate, pursue personal growth and independence and have choices in every day life.

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TO APPLY

Danielle Tolman/Lisa West
Community Services of
Northern Kentucky
lwest@csadultday.org



Located in Florence



www.CSadultday.org



SCRIPPS HOWARD
FOUNDATION



GRANT US HOPE

RESPONSIBILITIES

- Updating various forms of social media including writing and responding to posts
- Assist the Director of Marketing in the overall design and execution of our marketing strategy
- Assist in event planning including public awareness and education programming in schools and communities
- Production of marketing and presentation materials for the Executive Director and Grant Us Hope trainers

REQUIRED SKILLS/TRAINING

- Strong writing and graphics skills
- Design presentations with provided content
- Ability to produce quarterly business briefs for school and donor audiences

ABOUT GRANT US HOPE

Grant Us Hope is a change agent based in Cincinnati that works with youth, school districts and communities to enhance mental wellness and prevent Suicide. We are the Ohio and Northern Kentucky sponsor for Hope Squad, a peer-to-peer, evidence based suicide prevention program that move students in crisis to the support they need.

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TO APPLY

Dr. Keith Kline

Communications and Public Relations

Grant Us Hope

keith.kline@grantushope.org



Located in Cincinnati



www.grantushope.org



SCRIPPS HOWARD
FOUNDATION



Scripps Howard Communication Internship

JUNIOR ACHIEVEMENT

RESPONSIBILITIES

- Support the marketing and communications functions of the organizations
- Interview participants to write case studies and volunteer profiles
- Collaborate on a social media editorial calendar
- Develop written and visual content for social media
- Support fund raising events, research

REQUIRED SKILLS/TRAINING

- Excellent interviewing and writing skills
- Creative storyteller able to think and produce content in visual and written formats
- Photography and design skills a plus
- Organized and able to meet deadlines
- Collaborative worker willing to contribute ideas, make suggestions and take chances

ABOUT JUNIOR ACHIEVEMENT OF OKI PARTNERS, INC.

Junior Achievement is dedicated to empowering young people to own their economic success. We do this by recruiting and training classroom volunteers to mentor students K-12 using JA's proven programming that includes fun and interactive curriculum. Programs include career readiness, financial literacy and entrepreneurship. In Hamilton County, 69% of the students we serve are from families considered economically disadvantaged.

TIMING

2019 Spring Semester
(January – May)

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Only one Scripps Howard Communication Internship per student.

Pays \$10 per hour.



HOW TO APPLY

Laura Randall-Tepe
VP of Strategic Partnerships
Junior Achievement
laura.randal@ja.org



Located in Cincinnati



japartners.org



SCRIPPS HOWARD
FOUNDATION



KEEP CINCINNATI BEAUTIFUL

RESPONSIBILITIES

Responsible for managing Keep Cincinnati Beautiful’s social media accounts, generating content for our monthly e-newsletter, assisting in website updates and attending events.

- Maintain social media pages; responsible for regular posting and implementing our social media calendar including our 40th-anniversary spotlight posts
- Generate content for our monthly e-newsletter; communicate news updates and events to our 4,000 readers using Firespring software. Activities include writing, taking pictures, and attending events and activities
- Update KCB website; use Firespring software to post digital content on KCB’s website; and edit and update website
- Attend events and activities; take photos and gathering information for digital content

REQUIRED SKILLS/TRAINING

- Excellent writing skills and a general knowledge of social media
- Experience with a content management or video editing would be a plus
- The ideal person will be self-motivated, able to work independently, comfortable getting dirty and have a passion for the environment

ABOUT KEEP CINCINNATI BEAUTIFUL

Cincinnati is beautiful. We’re committed to keeping it that way. Keep Cincinnati Beautiful’s education, revitalization and environmental initiatives build community and foster pride in the places where we live, work and play. Our grassroots network of neighbors, sponsors, and volunteers put passion to work creating safer, cleaner spaces and a higher quality of life for everyone.

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Pays \$10 per hour.



TO APPLY

Matt Trokan
Development and Communications
Coordinator
Keep Cincinnati Beautiful
matt@keepcincinnatibeautiful.org



Located in Cincinnati



<http://www.keepcincinnatibeautiful.org/>



SCRIPPS HOWARD
FOUNDATION



KENNEDY HEIGHTS ARTS CENTER

RESPONSIBILITIES

The Scripps Howard intern will work with the KHAC's executive director and events manager to develop and implement strategies to increase the visibility of Kennedy Heights Arts Center and promote participation in its programs. In particular, intern will assist with the launch of Celebrations with heART, a new program providing unique, group arts experiences for team building and corporate events.

Duties will include:

- Special event planning
- Development of content for our website and newsletter
- Creation and distribution of marketing materials, including press releases
- Social media marketing

Student can expect a portfolio of communications materials upon completion.

REQUIRED SKILLS/TRAINING

Student must be organized, detail-oriented and possess exceptional writing skills. Strong computer skills and previous experiences with communications, public relations, and social media are highly desirable.

ABOUT KENNEDY HEIGHTS ARTS CENTER

Founded in 2004 by local residents, Kennedy Heights Arts Center (KHAC) is a non-profit community arts center with a mission is to enhance the life of the surrounding area through arts and cultural experiences that embrace diversity, foster creativity and build community. Serving a diverse audience of 5,000 people annually, KHAC offers rotating art exhibitions, arts education programs for youth and adults, and cultural events from jazz concerts to festivals to poetry readings.

TIMING

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Pays \$10 per hour.



HOW TO APPLY

Ellen Muse-Lindeman
Executive Director
Kennedy Heights Arts Center
ellen@kennedyarts.org



Located in Cincinnati



kennedyarts.org



SCRIPPS HOWARD
FOUNDATION



KNOW THEATRE TRIBE. INC.

RESPONSIBILITIES

- To assist with communications, including social media, press releases/media outreach, email marketing, and patron services
- To assist with fundraising, including donor database management, donor communications, the basics of crafting fundraising messaging, basic grants research, and basic grantwriting
- To assist with productions as needed, including box office support, house management, and general duties associated with live theatre production as needed.
- The intern **MUST** be available to assist with the Cincinnati Fringe Festival (May 31 – June 15), including the two weeks leading up to the Festival. Fringe Festival duties include but are not limited to box office, volunteer management, and marketing support.

REQUIRED SKILLS/TRAINING

- Possess a love of live theatre
- Professional and upbeat customer service skills
- Ease in operating in a fast-paced environment
- Bonus qualifications include familiarity with basic graphic design and/or web design, and experience with Adobe Creative Suite or similar products.
- All candidates must have the ability to work some evening hours, especially during the Fringe Festival (May 31 – June 15).

ABOUT KNOW THEATRE TRIBE. INC.

Know Theatre of Cincinnati, now in its 21st season, is Cincinnati's Theatrical Playground. The Know showcases unexpected voices, new works, and plays that embrace the inherent theatricality of the live experience. Know Theatre seeks to be a place where artists and audiences feel welcome to take artistic risks, creating work that is cutting edge and accessible.

TIMING

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TO APPLY

Tamara Winters

Associate Artistic Director
Know Theatre Tribe. Inc.
twinters@knowtheatre.com



Located in Cincinnati



www.knowtheatre.com



SCRIPPS HOWARD
FOUNDATION



LITERACY NETWORK OF GREATER CINCINNATI

RESPONSIBILITIES

Assist with:

- Special events, including pre-event planning, setup, prize solicitation, implementation and wrap up
- Writing and distributing press releases and other marketing materials upon request
- Social media posts and e-mail blasts
- Literacy Hotline
- Preparing class materials, tutor trainings, background checks, copying for meetings/events and organization
- Photography as needed (for example, may attend a meeting or training off site to document activities and then post as needed)
- Book drives and organization of books for distribution.
- Any other office support as needed

REQUIRED SKILLS/TRAINING

- Understanding of Constant Contact not required but helpful
- Writing Samples
- Press Release experience not required but helpful
- Prize solicitation or event experience helpful
- Personable skills (works well with other staff, students, volunteers, donors, guests at events, board members, other agencies, etc.)
- Background check will be run on hired individual

ABOUT LITERACY NETWORK OF GREATER CINCINNATI

The mission of the Literacy Network is to champion the development of literacy in the individual, family, workplace, school and community, by raising awareness, improving access and serving as a catalyst for literacy efforts.

Children's Programs: 1. Winners Read tutoring, 2. Children's Basic Reading: Orton-Gillingham classes. 3. Winners Walk Tall: character coaching 4. Little Free Libraries

Adult Programs: 1. Literacy Hotline 2. Tutoring 3. Adult Basic Reading: teaches adults who read below 4th grade level.

TIMING

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Pays \$10 per hour.



TO APPLY

Michelle Otten Guenther

President

Literacy Network
of Greater Cincinnati
michelle@lngc.org



Located in Cincinnati



<http://www.lngc.org/>



SCRIPPS HOWARD
FOUNDATION



NORTHERN KENTUCKY REGIONAL ALLIANCE

RESPONSIBILITIES

- Marketing projects inclusive of social media, website, and other areas.
- Project management tasks related to key initiatives
- Initiative research
- Salesforce CRM utilization

REQUIRED SKILLS/TRAINING

Experience with social media and website design is an added benefit.

ABOUT NORTHERN KENTUCKY REGIONAL ALLIANCE

We are the Northern Kentucky Regional Alliance, comprised of leaders committed to uniting and mobilizing momentum around initiatives that produce tangible results for Northern Kentucky. We identify and implement projects important to Northern Kentucky's transformative growth that are focused on, but not exclusive to, health; education; job growth and community vibrancy.

With excitement about Northern Kentucky's future, we are committed to working with organizations and individuals in the region that are dedicated to action and results. We appreciate and are counting on your engagement and passion as all of us move Northern Kentucky forward.

Our mission is to transform Northern Kentucky by uniting and mobilizing community leaders around initiatives that produce tangible, measurable results.

TIMING

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Pays \$10 per hour.



TO APPLY

Karen Finan
CEO/President
Northern Kentucky
Regional Alliance
kfinan@nkregionalalliance.com



Located in Covington



<http://nkregionalalliance.com/>



SCRIPPS HOWARD
FOUNDATION



OUTDOOR ADVENTURE CLUBS OF GREATER CINCINNATI

RESPONSIBILITIES

- Social media and website management, to include an online branding resource for media and consumers, development and execution of multi-faceted social media strategy
- Implement a new brand identity (provided by Hyperquake) through all communication channels and among all constituencies. Run campaign reports, analyze data and provide insights and recommendations
- Development of collateral marketing and youth recruiting materials, to include development and marketing videos
- Creative and strategic collaboration with the Executive Director as well as Adventure Teen Captains
- Assist Director of Development and Marketing with the electronic newsletter and print communications, public relations, merchandise management, and other tasks as needed
- Perform other duties as requested

REQUIRED SKILLS/TRAINING

- Knowledge of digital marketing for businesses including website optimization, social media, and email
- Ability to think and work independently
- Strong copywriting skills and visual intelligence
- Highly organized; ability to manage and prioritize multiple tasks and deadlines simultaneously
- Basic familiarity with graphic design or video software preferred
- A passion for the outdoors is preferred but not required

ABOUT OUTDOOR ADVENTURE CLUBS OF GREATER CINCINNATI

Outdoor Adventure Clubs of Greater Cincinnati gets urban teens out into nature for healthy outdoor recreation, education, and conservation at no expense to participants. Annually, we reach nearly 1,000 underserved teens. OAC has been selected by Hyperquake as its 2018 “Do Good Initiative” recipient and will undergo a complete rebrand in October. The rebranding will create an opportunity for an intern to participate in the development and execution of a new social media campaign.

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TO APPLY

Miriam Wise

Director of Development & Marketing

Outdoor Adventure Clubs of Greater Cincinnati

miriam@oacgc.org



Located in Cincinnati



www.outdooradventureclubs.org



SCRIPPS HOWARD
FOUNDATION



PEOPLE WORKING COOPERATIVELY

RESPONSIBILITIES

- **Social Media:** Assist with postings on Facebook, Twitter, Instagram and the agency's Youtube account.
- **Events:**
 - **ToolBelt Ball** - Assist with agency's gala fundraising event on March 23, 2019. Event is black-tie and held at JACK Casino. Includes auctions, entertainment and a paddle raiser. Intern will assist with event planning, promotion and marketing.
 - **Repair Affair** - Volunteer event in May 2019. Intern will assist with PR and marketing, take photographs of work in progress, prepare a video to be shown post-event.
- **Client Interviews:** Interview and photograph 10-12 clients at their homes and PWC employees at work in client's homes for stories to be used in agency collateral.
- **PR/Marketing:** Provide support in creating press releases and marketing materials. Responsible for developing, editing and laying out 2 agency newsletters during their internship.

REQUIRED SKILLS/TRAINING

- Must be 21 or over (due to gala restrictions)
- Should be familiar with Adobe Creative Suite (Photoshop, Illustrator and InDesign); InDesign experience strongly encouraged
- Excellent oral, written and interpersonal communications skills
- Excellent organizational skills, enthusiasm and attention to detail
- Experience with writing and designing of branded marketing materials
- Ability to learn and develop proficiency with fundraising software and online auction software
- Ability to use a digital camera
- Basic comfort level around seniors and people with disabilities
- Valid driver's license and car
- A "can-do" attitude

ABOUT PEOPLE WORKING COOPERATIVELY

People Working Cooperatively performs Critical home repairs and services so that low income homeowners can remain in their homes living independently and healthier in a safe, sound environment. For 43 years, PWC's staff of licensed tradespeople have been providing home repairs, energy conservation and accessibility services our elderly and people with disabilities so they can remain living in an accessible and healthy environment. PWC is in more than 5,000 homes annually providing more than 9,000 services.

TIMING

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TO APPLY

Randi Kamp

Communications & Marketing
Manager

People Working Cooperatively
kampr@pwchomerepairs.org



Located in Cincinnati



www.pwchomerepairs.org



SCRIPPS HOWARD
FOUNDATION



REDWOOD SCHOOL AND REHABILITATION CENTER, INC.

RESPONSIBILITIES

- Support the coordination and promotion of Redwood's special events, including the Redwood Express, which is our premier fundraiser that attracts hundreds of guests to raise over \$90,000 in support for children and adults with special needs
- Work with Redwood's Philanthropy team and marketing committee to sustain our public awareness campaign throughout Northern Kentucky and Greater Cincinnati
- Create and design periodic press releases, email campaigns, and other marketing collateral to promote Redwood's programs, special events, and volunteer opportunities
- Work closely with the Development team to sustain social media strategies for our Facebook, Twitter and other accounts
- Assist with maintaining the agency website

REQUIRED SKILLS/TRAINING

- Accuracy, timeliness, and commitment to quality are critical for effectively carrying out special events, the awareness campaign, marketing initiatives, etc.
- Experience with Adobe InDesign is desired
- Excellent writing skills required.
- In order to comply with Redwood's licensing and accrediting agencies, employees must pass a background check, drug test, and tuberculosis (TB) test.

ABOUT REDWOOD SCHOOL AND REHABILITATION CENTER, INC.

Redwood guides children and adults with severe and multiple disabilities to achieve independence and reach their highest potential throughout their lives by providing enriching educational, therapeutic, and vocational services. With a \$7.2 million budget and 140 employees, we offer the most comprehensive range of disability services in the region with 20 programs that help over 750 children and adults with disabilities from six weeks old throughout adulthood.

TIMING

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TO APPLY

Carol Serrone

Director of Philanthropy
Redwood School and
Rehabilitation Center, Inc.
cserrone@redwoodnky.org



Located in Fort Mitchell



www.redwoodnky.org



SCRIPPS HOWARD
FOUNDATION



RISE UP NEWS

RESPONSIBILITIES

- Copyedit and fact-check articles for print publication
- Upload articles to website
- Assist in social media posting (Twitter, Instagram, Facebook)
- Write for riseupnews.org with the potential for print articles
- Assist with newsletters and press releases
- Take part in training and mentorship to understand our audience and editorial scope
- Assist Editor-In-Chief in any additional tasks

REQUIRED SKILLS/TRAINING

- Previous publication experience is preferred, but not required
- AP Style
- Editing and fact-checking
- CMS is preferred (Squarespace)
- Photography skills is a huge bonus!

ABOUT RISE UP NEWS

We publish a monthly newspaper, RISE, that is distributed inside our local correctional facilities to provide reentry information and social service resource listings for individuals in need.

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TO APPLY

Emma Jenkins
Editor in Chief
Rise Up News
emma@riseupnews.org



Located in Cincinnati



www.riseupnews.org



SCRIPPS HOWARD
FOUNDATION



SANTA MARIA COMMUNITY SERVICES

RESPONSIBILITIES

Digital and Print Marketing:

- Create, edit, publish and/or distribute marketing materials (e-newsletter, print newsletter, press releases, brochures, flyers, reports, etc.)
- Maintain social media accounts (Facebook, Twitter and LinkedIn)
- Make updates to web site
- Create digital marketing graphics, including info-graphics, online advertisements, etc.
- Write, collect and implement articles for newsletters and website blog
- Collect images, quotes and staff/ client stories for marketing purposes (social media, videos, etc.)
- Update/compile information for collateral materials

Special Events:

- Recruit attendees and volunteers
- Set up/break down and day-of participation
- Publicize event through digital and print marketing
- Take pictures
- Assist with preparation and distribution of event materials

REQUIRED SKILLS/TRAINING

- Excellent verbal and written communication skills
- Great interpersonal skills
- Ability to multi-task, prioritize tasks and complete projects on deadline
- Excellent organizational skills and attention to detail
- Ability to work independently with a willingness to seek guidance when necessary
- Knowledge of e-marketing
- Knowledge of web/graphic design, video production, journalism and Spanish speaking/writing skills a plus

ABOUT SANTA MARIA COMMUNITY SERVICES, INC.

Santa Maria Community Services is a catalyst and advocate for Cincinnati's Greater Price Hill families to attain their educational, financial, and health goals. We provide more than 4,000 individuals with educational tools and resources to build strong families, promote healthy residents, and foster neighborhood revitalization. Santa Maria's vision is for Greater Price Hill to be a vibrant, thriving, and self-sustaining community. Our Price Hill Family Centers provide a welcoming environment and the coaching, support, and flexibility to assist families to achieve their identified goals toward stabilization and self-sufficiency.

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TO APPLY

Brittany Robbins

Communications Coordinator
Santa Maria Community Services
Brittany.Robbins@santamaria-cincy.org



Located in Cincinnati





SCRIPPS HOWARD
FOUNDATION



SPINA BIFIDA COALITION OF CINCINNATI

RESPONSIBILITIES

- Redesign current marketing materials
- Create marketing materials for our annual fundraising event
- Design/implement materials for new programs as they are developed
- Update current website
- Create press releases for events/new to be submitted to local media
- Maintain community calendar
- Maintain Social Media accounts (Facebook, Twitter, Instagram)

REQUIRED SKILLS/TRAINING

- Assist organization with developing and maintaining a social media presence
- Develop newsletter and bi-weekly e-blasts to our stakeholders and supporters
- Develop marketing materials
- Prepare press releases
- Other duties as requested

ABOUT SPINA BIFIDA COALITION OF CINCINNATI

Our mission is to promote and enhance the lives of all affected by Spina Bifida. We have been in existence since 1973 and serve 17 counties in southern Ohio, northern Kentucky, and southeastern Indiana. We currently serve approximately 500 families in the region by providing financial assistance, resources, networking, and advocacy.

TIMING

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HOW TO APPLY

Rhonda Morrison
Executive Director
Spina Bifida Coalition of Cincinnati
rmorrison@sbccincy.org



Located in Cincinnati



www.sbccincy.org



SCRIPPS HOWARD
FOUNDATION



THE LEUKEMIA & LYMPHOMA SOCIETY - TRI-STATE CHAPTER

RESPONSIBILITIES

- Create print materials for Students of the Year and Man and Woman of the Year, including event invitations, program books, event signage and thank-you materials.
- Create and/or customize digital promotions and communications for events
- Write and send press releases
- Edit and publish the monthly chapter newsletter using Email Playground
- Monitor/coordinate social media posts and update chapter and event websites.
- Assist with fundraising activities as needed, including helping to create sponsorship materials, soliciting silent auction items, requesting vendor participation in events, etc.
- Work at key events such as SOY and MWOY workshops, Kick-offs and Grand Finale celebrations.

REQUIRED SKILLS/TRAINING

Strong written and verbal communication skills. Comfortable talking on the phone to volunteers, donors and other constituents. Attention to detail. A sense of humor and willingness to work collaboratively. Basic understanding of the Adobe Suite of products, particularly Publisher and Illustrator.

We encourage creativity and help our interns become on-the-job problem-solvers. Interns have made a REAL difference in our work here at LLS. We understand their value and treat them with the respect they deserve.

ABOUT THE LEUKEMIA & LYMPHOMA SOCIETY - TRI-STATE CHAPTER

The Leukemia & Lymphoma Society's mission is to cure leukemia, lymphoma, Hodgkin's Disease, and myeloma, and improve the quality of life of patients and their families. LLS is a volunteer-led, staff-driven organization raising much-needed funds for cancer research and patient support through several fundraising events, including Man and Woman of the Year, Students of the Year, Light The Night, Student Series, Team In Training, Taste of the World, and an annual golf outing.

TIMING

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TO APPLY

Roseann Hayes

Director of Special Events
The Leukemia & Lymphoma Society - Tri-State Chapter
roseann.hayes@lls.org



Located in Cincinnati



<http://www.lls.org/soh>



SCRIPPS HOWARD
FOUNDATION



UC ECONOMICS CENTER

RESPONSIBILITIES

- Assist in the development of social media content (Facebook, Twitter, etc.)
- Write news stories and press releases for the Economics Center
- Create content for the Center’s quarterly newsletter and various e-mail newsletters
- Create flyers and other written promotional materials for the Economics Center
- Draft, edit and proofread various communication pieces before publication.
- Assist in the recruitment of teachers and students for various Center programs and competitions
- Perform other duties upon request

REQUIRED SKILLS/TRAINING

- Excellent writing, editing, and organizational skills (sample of writing would be ideal)
- Attention to detail
- Self-starter who can take direction and contribute ideas
- The ability to work independently on projects while meeting deadlines
- Photography and video skills a major plus
- Knowledge of standard workplace technology
- Knowledge of social media best practices
- Excellent verbal communication skills

ABOUT UC ECONOMICS CENTER

The work of the Economics Center focuses on providing understandable and engaging financial and economic education. For 40 years, the Center’s education team has been equipping students in grades K-12 with practical economic knowledge and skills. Approximately 25,000 children are impacted annually through the Center’s in-school programs and teacher training. These students are learning how to participate in the global economy and lead financially productive lives.

TIMING

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Pays \$10 per hour.



TO APPLY

Emily Krugh

Communications Coordinator
UC Economics Center
emily.krugh@uc.edu



Located in Cincinnati



www.economiccenter.org



SCRIPPS HOWARD
FOUNDATION



WOMEN HELPING WOMEN

RESPONSIBILITIES

- Work with Women Helping Women's Prevention Coordinator and CEO to create social media content that is relevant, mission-driven and intersectional
- Content should include information about agency programming and events as well as current events related to gender-based violence
- Create a social media plan for themed posts for specific months

REQUIRED SKILLS/TRAINING

- Comfortable with creating original content as well as pulling appropriate content from other sources.
- Knowledge about how to post content that is relevant for different audiences
- Knowledge about the issues of gender-based violence is a strong plus

ABOUT WOMEN HELPING WOMEN

Women Helping Women's (WHW) mission is to prevent gender-based violence and to empower all survivors. WHW's vision is that a world without gender-based violence is possible and that all members of our caring community can live in a world of equality, health, and vitality. Over the past 44 years, WHW has grown into a professional agency that serves the most survivors in the region and educates the most youth with dating violence/sexual violence prevention.

TIMING

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Pays \$10 per hour.



TO APPLY

Caitlin Burke

Prevention Coordinator

Women Helping Women

cburke@womenhelpingwomen.org



Located in Cincinnati



<https://www.womenhelpingwomen.org/>