Internship: Creative Writer
Fall Semester

Purpose: Write articles for the monthly Nashville’s Volunteer of the Month program

Outcomes: Receive links & hard copies of published articles to build personal portfolio

Time: 2-4 hours/week

Responsibilities:
* Nashville’s Volunteer of the Month stories reach approximately 300,000 monthly.
  • Interview people named Nashville’s Volunteer of the Month (NVOTM).
  • Write separate, different articles about NVOTM for each, print Media Partner.
  • Write separate articles or blurbs for online partners including the Doing Good blog.
  • Write & share memorable quotes from the interview to be used in social media efforts.
  • Send written material to the NVOTM Editor for suggested edits.

Requirements:
• Creative writer
• Able to write multiple pieces about the same person
• Work well with deadlines
• Have reliable, secure Internet & phone connections
• Return emails, phone calls, & texts when requested
• Work with flexible hours
• Hold & participate in an Information-Interview
• Keep in regular communication with the Doing Good NVOTM Director
• Meet with the NVOTM Director weekly, either by phone or in person
• Track hours
• Handle school paperwork to ensure internship credit

Characteristics:
• Dependable
• Takes initiative
• Follows through
• Detail oriented
• Professional demeanor
• Works well with others
• Desires to build own portfolio with published articles

About Doing Good
Doing Good is a 501c3 non-profit. Its goal is to increase the number of volunteers & the number of hours per volunteer in Nashville, TN. The vision of Doing Good is to be the conduit to educate & inspire cultural shifts toward community volunteerism. The mission is to educate & engage communities by promoting & celebrating “Doing Good” through volunteerism. Doing Good provides Marketing & Public Relations tools, opportunities, & resources to agencies which celebrate volunteers. The more Doing Good can provide these agencies, the more of their time & money they can spend on their own mission. The Doing Good values are Inspiration, Authenticity, Integrity, Connectivity, Inclusivity, Quality, Support, & a Personal approach. Doing Good is online @DoingGoodTV on Facebook, Twitter, Pinterest, Instagram, YouTube, & DoingGood.tv.