



RESOURCE DEVELOPMENT INTERNSHIP - COMMUNICATION

Part-time and Full-time opportunities

Position Summary:

Teen Parent Connection, a community-based non-profit located in Glen Ellyn, Illinois, is seeking an intern, who is an enthusiastic, team-oriented individual to develop, implement and maintain a range of communication tools in support of the agency's Mission and Vision. Working under the leadership of the Director of Development, and in collaboration with development staff colleagues, the Communications Intern will help to develop, implement and maintain a communications strategy aimed at advancing organizational growth and fundraising efforts.

Job Relationships: Resource Development Interns report directly to the Director of Development, and work within the Resource Development Team.

Duties and Responsibilities:

- Help to develop, implement and evaluate Teen Parent Connection's communications plan among our diverse audiences: board, current donors and partners, community partners, media, and others.
 - Create, edit and manage content that promotes the agency's mission across media channels, including print, online, multimedia and social media.
 - Manage website development and maintenance.
 - Help to develop and execute a well-defined social media strategy to include weekly postings and expansion of the agency's social media reach.
 - Coordinate media alerts and develop compelling content for press releases, publications, and e-newsletters and print newsletters.
 - Cultivate and expand relationships with media contacts and other communication-related partners to expand awareness of the agency's work.
 - Regularly partner with development staff to support the communication strategy and marketing activities.
 - Coordinate the creation of promotional materials, including brochures and informational materials.
 - Proactively research and recommend content and strategies to support and advance the agency's mission.
 - Prospect and attend community outreach opportunities where Teen Parent Connection can have a presence: fairs, markets, Chamber of Commerce events
- Perform other duties as assigned by the Director of Development.

Required Qualifications: Must possess strong writing and communications skills, must be comfortable with public speaking and solicitations. Bachelor's student 21+ or Masters-level student preferred. Contact Becky Beilfuss at beckyb@teenparentconnection.org with any questions or with application submission materials.