



**Central Iowa Shelter & Services
Internship Opportunity**

Position Title: Marketing & Public Relations Intern

Classification: Part-Time, Unpaid, 10-20 hours/week, intern able to work more hours if wanted

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Reports to: Marketing Communications Coordinator and Director of Development & Marketing

Travel Requirements: Travel within the community may be required

Position is open until filled. Interested candidates should send cover letter and resume to:

kendrewp@centraliowashelter.org

Organization Overview:

Since 1992 Central Iowa Shelter & Services' (CISS) mission is to provide low-barrier shelter, meals and support services at no cost to adults experiencing homelessness and to facilitate their move toward self-sufficiency. Approximately 2,000 women and men experiencing homelessness have received emergency shelter and supportive services to help them move beyond homelessness each year.

CISS is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet, classrooms, and a 30-foot growing dome.

All guests and residents are provided three daily meals; access to shower and laundry facilities, a weekly medical clinic, and group counseling; as well as individualized case management, life skills instruction, and referrals to other community services/benefits. Programming continues to evolve to meet emerging homeless and community needs.

Position Overview:

The Marketing and Public Relations Intern will be a collaborative member of the Development and Marketing Team with the ability to write compelling copy for cause-marketing materials. They'll have a keen eye for detail and a passion to support the mission of Central Iowa Shelter & Services.

The Marketing and Public Relations intern will assist in creating effective content for the organization's print and electronic materials, including social media, as well as assisting with events and shooting organizational-wide photo and video.

Other duties and responsibilities include:

- Write and edit blog posts, newsletters, press releases and other material
- Research and develop target media lists, contacts and media monitoring
- Participate in local outreach initiatives and events
- Schedule and monitor social media platforms
- Create content and design marketing material
- Shoot photo and video for CISS' social media, blog and website

Required Qualifications:

- Current sophomore, junior or senior working towards a bachelor's degree
- Strong creative, design, organizational and communication skills
- Experience with Adobe Creative Suite (InDesign, Photoshop, Premiere, and other Adobe products)
- Familiarity with DSLR camera and functions
- Ability to be flexible and work under deadlines

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.