



National
Multiple Sclerosis
Society
Upstate New York
Chapter

Public Relations/Marketing Internship Job Description

Position Summary

The Public Relations/Marketing Intern works directly with the chapter's Development Department. Interns will assist with special events, communications strategies, and community outreach initiatives. Full and part-time internships are available year round with the opportunity for flexible schedules. Internships are unpaid.

Key Responsibilities

- Assist with marketing projects.
- Work with staff to create copy for website and other communications outlets.
- Assist with publishing email blasts.
- Design flyers, brochures, newsletters.
- Draft content for newsletters, press releases, and articles.
- Create content for social media.

Qualifications and Desired Skills

- Detail oriented.
- Creative, graphic design experience is helpful.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher.
- Excellent written and verbal communication skills.
- AP Style knowledge.

Time Commitment

At least three month internship agreement. We will work with educational institution to meet academic credit requirements if applicable.

Benefits

- Opportunity to build relationships and meet new people.
- Chance to develop professional skills in non-profit, cause-oriented setting.
- Opportunity to build your portfolio and strengthen your résumé with experience at a nationally recognized organization.
- Chance to gain new perspectives and make a positive difference in the community.
- Being part of the movement to do something about MS.

*Do you have questions about an internship at the National MS Society, Upstate NY Chapter?
Contact Ashley Greenman at ashley.greenman@nmss.org or 1.800.344.4867 - option 2.
Visit us on the web: www.msupstateny.org.*