



Public Relations/Special Events Intern

Hubbard House is a certified, comprehensive domestic violence center that serves victims and their children in Duval and Baker counties. In addition to shelter, the agency provides extensive outreach services, therapeutic childcare, school-based education, batterers' intervention and volunteer and community education opportunities. Visit www.hubbardhouse.org to learn more.

POSITION: Public Relations/Special Events Intern

QUALIFICATIONS:

- An individual who is currently pursuing or has obtained a degree in communications, public relations, marketing and/or related fields.
- Demonstrate proficiency in Microsoft Office programs (Word, Excel, PowerPoint, etc.), knowledge in InDesign and Adobe Photoshop a plus but not required. Knowledgeable in social media a plus.

RESPONSIBILITIES:

Responsibilities include, but are not limited to, assisting members of the Development team, specifically the Community Relations Coordinator, with:

- Daily Public Relations/Community Relations/Media Relations activities.
- Writing press releases, media alerts, calendar listings and other materials as needed.
- Assisting with special event planning and logistics for Hubbard House events including the Domestic Violence Awareness Month Press Conference, Barbara Ann Campbell Memorial Breakfast, Golf Classic, and the Setting the Pace for Peace Domestic Violence Awareness Walk.
- Managing the organization's social media sites including Facebook, Twitter, Jacksonville.com Community Column, etc.
- Tracking and organizing press clippings.
- Helping develop materials for script and radio or audiovisual productions.
- Performing other duties as assigned by supervisor.

KNOWLEDGE AND SKILLS:

The position requires an energetic, independent, self-motivated individual who has excellent written and verbal communication skills and the ability to manage multiple priorities. The individual must be sensitive to the issue of domestic violence. In addition, the individual must be creative, cooperative, diplomatic, relate well to all types of people and able to work with culturally diverse groups.

SALARY: N/A (non-paid position)

HOURS: Flexible

HOW TO APPLY:

To apply e-mail resume to Ashley Johnson at ajohnson@hubbardhouse.org.