

DETAILED JOB DESCRIPTION

Communications/PR Intern

ORGANIZATION: Northwest Youth & Family Services **CATEGORY:** Development/Fundraising

ORGANIZATION SUMMARY:

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 4,000 individuals and families are helped by our programs. Our services include employment programs for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

SUPERVISOR: Amelia Maijala

LOCATION: Twin Cities Metro

HOURS PER WEEK: Open **DEADLINE:** Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

This position involves work in the following areas:

- Writing and/or updating copy for selected NYFS brochures, flyers, news releases and informational articles.
- Designing new brochures, flyers and ad-hoc promotional pieces that complement NYFS logo and look.
- Meeting with appropriate program staff to ensure all information is updated and correct.
- Must be proficient in Quark XPress. Knowledge of Adobe Photoshop is helpful.
- Graphic design experience is preferred.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

The ideal candidate would be outgoing, self-motivated and able to work with diverse groups of people including volunteers. The candidate should also be proficient in desktop publishing, graphic design, Microsoft Word, Microsoft Excel and internet search protocols. Excellent interpersonal, written and phone skills are also needed. Ideal candidates will be currently pursuing a BA in journalism, communications, public relations, graphic design or other related fields. College credit may be available depending on the requirements of your college or university.

HOW TO APPLY:

Interested applicants should send a cover letter and resume via email or mail to

Northwest Youth & Family Services

Attn: Amelia Maijala

3490 Lexington Ave. North

Shoreview, MN 55126

amelia@nyfs.org

No phone calls please