The Barbara Bush Foundation for Family Literacy

Position:
PR Intern

Description:
The Barbara Bush Foundation for Family Literacy, a Tallahassee-based national nonprofit, is seeking an intern to work in our Tallahassee office to assist the Chief Marketing Officer and Public Relations Manager. Candidates must be available to work approximately 20 hours per week, and preference will be given to those who can work for at least two consecutive semesters. This is a paid position for qualified candidates.

Responsibilities include:

- Research information and sources for a variety of projects
- Assist with the development of footprint state marketing and engagement planning
- Weave data from multiple sources into compelling and insightful stories that describe our organizational impact
- Prepare and execute media outreach in footprint markets around the country including print, broadcast, digital, and blogs
- Support social listening initiatives to identify opportunities, gather insights, and deepen community engagement
- Maintain Foundation’s website and content updates
- Assist with writing and editing content for the organization
- Support logistics planning to support high caliber events
- Work with staff on special projects, as needed

The successful candidate is a quick thinker and a fast learner who can work independently and efficiently on deadlines, while still maintaining an eye for detail. The candidate should be motivated and reliable and able to work across a number of projects and teams. Excellent communication, time management and interpersonal skills are critical.

Minimum Qualifications:

- Three years of undergraduate experience. Preferred majors include: English, Marketing, or Public Relations
- Strong interpersonal and communication skills (including writing) that enable efficient teamwork
- Proficient in Microsoft Office Suite: must have working knowledge of PowerPoint, Word, and Excel
- Location: Tallahassee, Florida
How to Apply:
Interested candidates should submit their resume and at least two writing samples to hue.reynolds@barbarabush.org or call 850.562.5300