



Communications Internship

About LiftFund:

LiftFund is a nonprofit, multi-state small business lender that helps new and existing entrepreneurs successfully grow their businesses. At LiftFund, we believe in the entrepreneurial spirit and the power of entrepreneurs to change their communities.

Purpose of Internship:

An internship opportunity in the Communications Department will allow the candidate to experience first-hand all segments of the communications and marketing operation that targets three audiences: our customers, our donors and potential donors, and our board and staff.

Internship Hours:

Monday through Friday, hours based on students class schedule, minimum 20 hour a week.

Internship Timeframe:

January 2016

Type of Internship:

Non-paid, must be eligible to receive college credit.

Intern Responsibilities:

- Assist with the preparation of media advisories, news releases, newsletters and event announcements
- Assist in developing and implementing an effective social media strategy
- Prepare marketing materials
- Support with the planning of marketing and media events
- Assist in developing and implementing effective internal communications strategy

Intern Skills and Knowledge Requirements:

- Strong written and oral communication skills
- Well-developed skills in organization and time management
- Responsible and professional
- Proactive, self-starter
- Team player with strong interpersonal skills
- Must be comfortable manipulating new technologies and social media

This internship offers an excellent opportunity to learn first-hand how community-based nonprofit organizations work – as separate entities and in partnership with other groups, banks, universities, media outlets and community organizations – and how LiftFund makes a difference in the community.

We expect this internship to be of most interest to students pursuing degrees in communications, public relations and journalism.

Work location:

LiftFund
2007 W. Martin
San Antonio, Texas 78207

To apply submit resume with cover letter:

Email: rmartinez@liftfund.com
ATTN: Rebecca Martinez
Vice President of Communications



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LiftFund

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