

**Josh Gibson Foundation
INTERNSHIP DESCRIPTION**

Position Title: Communications Intern

Department: Administration

Reports To: Executive Director

Classification: College Student

Effective Date: ____/____/____

Fiscal Address: Ammon Recreation Center
2217 Bedford Ave.
Pittsburgh, Pa 15219

Review/Revise Date: ____/____/____

Position Summary:

The Communications Intern will work closely with the Executive Director and Grant Consultant to assist in the following: gathering of data related to JGF programs, production of data outcomes reports, preparation of text segments for use in grant applications, reports to grant funders, press releases, proposals for Josh Gibson Foundation projects, and providing text segments for use in the creation of other printed materials

Qualifications and Requirements:

- The Communications Intern should currently be enrolled in college with a major in communications, journalism, public relations, marketing, sports management or a related field.
- Must have excellent written and verbal communication skills.
- Must be proficient in Microsoft Office/Word/Excel.
- Must be a team player who works interchangeably with administrative and development staff members.
- Must receive Act 33/34 clearances and FBI clearances
- Must have access to transportation.
- Support the organization's mission along with sensitivity of cultural and workplace harmony.

Essential Duties and Responsibilities:

- Assisting the Executive Director and Grant Consultant in preparing text segments for grant applications and reports, press releases, media alerts and proposals.
- Collect outcomes data from Josh Gibson Foundation programs as needed
- Organize program data in an Excel format and provide a written narrative to describe the data and outcomes which can be used to evaluate and determine effectiveness of the program.

- Assist the Executive Director and Grant Consultant in identifying and researching potential individuals and/or materials to be supplied to BOSA students.

Working Conditions:

- Must be able to work the hours necessary to complete assignments.
- Must be able to work and travel to the Josh Gibson Foundation office or meeting sites.

Disclaimer:

- This job description reflects management’s assignment of the essential functions; it does not prescribe or restrict the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.
- Any changes to the tasks outlined in this job description will be coordinated with the appropriate faculty at your college/university.

Josh Gibson Foundation is an Equal Opportunity Employer and Provider

I have read this position description and fully understand the requirements. I accept this position and agree to the requirements listed and will perform the duties and responsibilities to the best of my ability.

Intern (Print Name)

Date

Intern Signature

Date

Executive Director, Josh Gibson Foundation

Date

Internship Program Representative

Date

*Please submit by email: Jgfoundation20@gmail.com or mail: Josh Gibson Foundation, P.O. Box 100244, Pittsburgh, PA 15233