The Hope Institute Communication Internship

Founded in 1957, The Hope Institute for Children and Families is a nonprofit facility providing educational, residential and health services to children ages 5-21 with multiple developmental disabilities, including Autism Spectrum Disorders.

In our mission to support children and families we are seeking an energetic intern eager to learn more about various aspects of Public Relations and Marketing including: graphic design, research, composing marketing materials, web content, social media, and e-mail releases. Experience with design software such as Photoshop or InDesign and strong writing ability is preferred but not required.

Education

Interested individuals should be: a third year college student or equivalent, pursuing or have just completed a four-year degree in Communications, Marketing, Graphic Design, or related field.

Preferred knowledge and skills

- Excellent interpersonal, communication and writing skills
- Experience in Microsoft Office, Word, PowerPoint, Excel
- Adobe Photoshop, InDesign, or other design software

Location and Hours

- The Communication Team is located at the state-of-the-art Noll Medical Pavilion
  5220 South Sixth Street Frontage Road, Springfield, IL
- 10 – 20 hours per week

Student Benefits

As a Hope Institute Communication Intern, you will be supporting our effort to reach out and build relationships with thousands of families across Illinois with special needs.
children. This internship will leave you with marketable job skills transferrable from the nonprofit sector to the business or government worlds, as well as a great sense of pride in helping the community. The internship can be used to meet college degree requirements. *Please consult your University to as to the required forms and procedures. Additionally, a small stipend may be available.

**Qualified candidates, please submit resume to:**

Mark Schmidt, Chief Communication Officer,
The Hope Institute for Children and Families
Tel: (217) 588-7660
Email: mailto:mschmidt@thehopeinstitute.us
E.O.E. m/f/h/v

For more information please visit our website: [www.thehopeinstitute.us](http://www.thehopeinstitute.us)