Communications Intern
Job Description

TYPE: This is an unpaid internship.

SUPERVISOR: Director of Communications

GENERAL SUMMARY: To assist Director of Communications in an array of special projects that help further the message and mission of the Illinois Department on Aging (IDoA)

AGENCY MISSION: To serve and advocate for older Illinoisans and their caregivers by administering quality and culturally appropriate programs that promote partnerships and encourage independence, dignity and quality of life.

COMMUNICATIONS MISSION: The mission of the Office of Communications is to advance the programs and initiatives of IDoA by promoting the agency in a variety of different forums. Using both traditional and non-traditional methods, we seek to expand IDoA’s reach within the senior community in Illinois.

RESPONSIBILITIES: Under the guidance and supervision of the Communications Director, the Intern may engage in the following projects:

- Assist with writing and editing copy for monthly e-newsletters
- Develop a list of newspapers and magazines that have free opportunities for nonprofits to submit news, photos and events
- Submit event announcements to online community calendars
- Create content for IDoA’s social media platforms
- Assist in developing and executing communications calendar
- Assist in developing media & public relations strategies
- Assist with administrative tasks related to communications

EXPERIENCE:

- Excellent writing skills and superb grasp of grammatical rules
- Strong copyediting and research abilities
• Must be detail-oriented and have a strong willingness to learn
• Must possess the ability to plan, organize, and handle multiple functions simultaneously and communicate clearly and professionally, both verbally and in writing

SCHEDULE:
• Able to commit to an internship for the duration of the current semester
• At least 10 hours/week
• Flexible to accommodate a student’s changing schedule

TRAINING PROVIDED:
• Intern will have an opportunity to hone communications skills in the non-profit arena and will receive professional feedback on work
• Intern will have the opportunity to shadow Communications Director
• Additional training will include media relations and crisis communications

BENEFITS TO INTERN:
• Hands-on work experience with a state agency
• Exposure to various types of communications including public relations, earned media, owned media and crisis communications
• College credit applicable
• The opportunity to interact with a variety of different people in a professional environment
• Promote programs and resources that directly help older adults across the state

For more information or to schedule an interview, please contact Veronica Vera, Communications Director, at 312-814-4284 or via email at veronica.vera@illinois.gov.