



For Faith, Scholarship and Community

Job Description

Job Title: Development Communications Intern (summer, May through August), 15 to 20 hours per week

Date the job description was created/revised: 11/29/2018

FLSA status: hourly or exempt position: Unpaid

Position summary:

The Development Communications Intern is responsible for enhancing MUHS' internal and external communications about the school's athletic, alumni relations and fundraising efforts to students, parents, employees, media, and general public through print and electronic media channels.

Position description:

The Development Communications Intern responsibilities generally include, but not limited to:

- Developing content related to the school, with a focus on athletics, alumni relations and fundraising, across owned and earned social media channels. This could include blog posts, tweets, snaps, status updates, photos and videos.
- Updating the MUHS athletic, support and alumni webpages.
- Assisting with the writing and production of alumni eNewsletters.
- Creating the Alumni Awards Reception program, which includes writing copy (including alumni biographies), working with professional designer on layout and managing the production of printed piece.
- Writing for and proofing of the MUHS Magazine. Additionally, intern will participate in reviewing and approving the prepress proofs of publication onsite at print company.

Supervision Received: This position reports to the Director of Donor Relations.

Job Requirements:

Required skills include:

- Enrolled in a bachelor's degree program in communications, marketing, or related field.
- Solid writing skills using news reporting standards (AP) for print and electronic communications.
- Strong editing and proofing skills.
- Strong verbal and interpersonal skills.
- Strong organizational skills.
- Have experience with and an understanding of various social media channels, including Facebook, Twitter, Instagram and Snapchat.

- Have experience with digital photography and video ability using a DSLR and/or simple phone camera.
- Demonstrated ability to work collaboratively with others
- Demonstrated ability to take initiative and work independently to achieve assigned tasks and goals.

Preferred skills are:

- Demonstrated ability to work with diverse clientele.
- Hold an understanding of and appreciation for Jesuit education.
- Experience in Microsoft Suite, Adobe products (InDesign, Photoshop, Illustrator, etc.) and website content management system(s).

The successful applicant will demonstrate a commitment to multiculturalism, diversity, and inclusive excellence and an ability to work with students and colleagues from diverse backgrounds.

Working Environment: This is a three-month unpaid internship position. It will require evening and/or weekend work. It involves frequent bending, lifting and repetitive motion and the use of computers and office equipment.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

*For information on employment opportunities at MUHS or to submit a resume, contact:
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