

Project Transformation

Media and Communications Coordinator

Summer Internship

Internship made possible by a grant from ExxonMobil Community Summer Jobs Program

Applicants must have completed their freshman year of college and be returning to school as a full-time undergraduate in Fall 2017. Applicants should have an interest in and/or be pursuing a degree in marketing, public relations, radio/television/film, non-profit management, or a related field. Applicants should have experience in video and photo editing. Also, applicants should be creative, energetic, independent, and have good communication and organizational skills.

Job Responsibilities:

The intern will gain experience in a non-profit organization with direct community involvement by:

- Taking a lead role in filming/editing videos to showcase Project Transformation's programs; the intern will be responsible for start-to-finish creation of videos that will be used on Project Transformation's website and social media channels. This includes creation of a video script, conducting interviews, editing and proofing final product with development staff, and placing on website and social media channels.
- Managing a gallery of photos to be used on the organization's Facebook page. This includes taking and collecting photos, organizing photos and contributing to video and slideshow projects.
- Assisting with Project Transformation's social media and web presence;
- Updating and maintaining Project Transformation's photo library;
- Working with development staff to create marketing materials

Dates:

June 13th—August 4th, 2017

Monday through Friday, 9am—5pm

Mandatory Orientation on June 1st, provided by ExxonMobil CSJP

Compensation:

\$2,750 for 8 Weeks

Housing available, if needed.

Apply By:

March 31, 2017

To apply, please send your resume, cover letter, one letter of recommendation and a link to video projects or work to:

Kelsey Borgeson, Donor Relations and Communications Manager
borgeson@ptnorthtexas.org

For more information about Project Transformation, please visit our website at www.ptnorthtexas.org

Questions? Contact Kelsey at borgeson@ptnorthtexas.org or via phone at (214) 946-3600