



Internship Opportunity with The Women’s Fund for Health Education and Resiliency

Position: Public Relations Intern	Location: 5433 Westheimer, Suite 924, Houston, TX 77056/Remote
Salary: Unpaid	Supervisor: Executive Director
Length: 10-12 weeks	Hours: Monday-Friday 9:30-a.m.-5:00p.m. <ul style="list-style-type: none"> • Days and times may vary depending on weekly responsibilities and interns availability. • Occasional evening or weekend hours for events may be required.

Mission: To provide Houston-area women and girls with the tools they need to be advocates for their health.

Job Description: The intern, under the direction of staff and the Board Marketing/PR Committee members, will proactively lead a full-range of public relations/marketing services, developing into independently handling all assigned responsibilities.

Responsibilities:

- Execute the organization’s publicity efforts
- Managing social media accounts
- Creating e-blast on weekly basis, or as needed, using Constant Contact
- Creating visual content based on work The Women’s Fund does
- Assisting with written communications/collateral materials, such as newsletters, annual reports, brochures and support letters as assigned
- Taking event photos, videos, and live streaming video
- Special projects as determined

Requirements:

- **Education:** College student with strong GPA pursuing degree in communications, marketing, public relations, English, journalism, or related field.
- **Skills/Abilities:**
 - Strong Microsoft Office (PowerPoint, Microsoft Word, Publisher) skills
 - Excellent organizational, interpersonal and communication (written and verbal) skills
 - Experience using social media and video editing software
 - Self-starter
 - Manage time and work with deadlines
 - Work well with others and independently

Direct resumes, cover letter and questions to Linda Rhodes

womfund@thewomensfund.org

713-623-6543