

CAMP FIRE SAMISH

1321 King Street #3

Bellingham, WA 98229

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Position Title: Public Relations - Internship

Position Summary: The Public Relations Intern will support Public Relations activities such as charitable contributions requests, presentation creation, alumni outreach, newsletter writing, submissions for Camp Fire Samish website, and other opportunities as they arise. The successful candidate will play an integral role in building and engaging Camp Fire Samish constituents base, strengthening brand awareness, and creating effective strategies that will promote the long-term growth.

Date/Time: 10 weeks during fall, winter, spring and/or summer quarter.

10 hours per week. Weekends hours may be required. FLEXIBLE schedule.

Compensation: For college credit (will complete all required paperwork).

Essential Functions:

- Maintain professional standards in marketing, sales, & customer service.
- Build relationships with Alumni, Community partners and Camp Fire Samish to cross-promote programming & services.
- Keep past alumni of Camp Fire Samish and Camp Kirby—connected to the programs to instill a sense of community.
- Design innovative outreach initiatives to increase alumni's awareness.
- Write articles, interviews and short blurbs for newsletters, email campaigns, or publications.
- Liaise with external vendors to execute promotional events and campaigns.
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts.
- Communicate with parents, schools, and community partnerships.
- Work strategically on marketing campaign.
- Active participation in all council fundraising events and endeavors including on site at the auction.

Qualifications:

- Knowledge or experience with Camp Fire, Camp Kirby, or another youth-serving non-profit required.
- Excellent written and verbal communication skills.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Satisfactory results from criminal background search.
- Reliable transportation.
- Strong interpersonal skills to ensure effective interactions and communication.
- Availability to work varied hours, including nights and weekends as necessary.
- Must be at least 18 years of age and hold a high school diploma.

Employment may be available upon successful completion of internship.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER