

Academic Year 2020 - 2021



CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229
Phone: (360) 733-5710 Fax: (360) 733-5711

Position Title: Public Relations Intern

Day/Hours: 10 weeks during fall, winter, spring and/or summer quarter
10 hours per week. Weekend hours may be required. FLEXIBLE schedule

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

Reports to: Primary - Chief Operations Officer

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

Essential Functions:

- Maintain professional standards in marketing, sales and customer service.
- Build relationships with Alumni, Community partners and Camp Fire Samish to cross-promote programming and 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 and work strategically on marketing campaigns.
- Communicate with parents, schools and community partnerships.
- Active participation in all council fundraising events and endeavors including on site at the auction.

Qualifications:

- Excellent written and verbal communication and interpersonal skills.
- Availability to work varied hours, including nights and weekends as necessary.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Satisfactory results from criminal background search and have reliable transportation.
- 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