



Rosati-Kain High School Communications Internships

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Marketing and Special Events Internship

Description: The intern is responsible for assisting with marketing and public relations tasks at a Catholic high school. General duties of the intern will include: writing press releases, market research, general marketing, donor relations, public relations, information management, graphic design, planning and execution of special events and web marketing. The internship is flexible, with the supervisor and student meeting to determine which aspects of communications s/he is interested in gaining more experience. We collaborate with the intern to make sure s/he learns and gains experience in the type of work s/he is looking to pursue. This internship is part-time, unpaid, 10-20 hours per week, for a fall or spring semester of college credit. (Spring position interviews are held in January.)

Qualifications: The applicant should be pursuing one of the following majors or related programs: public relations, marketing, general communications, or have a general interest in non-profit organization management. Employer will be responsible for teaching intern how to operate the computer program we use, but applicants should have a knowledge and ability to use Microsoft Office, including Word, Excel and Publisher. Once hired, the intern will be required to attend a child safety seminar through the Archdiocese of St. Louis, called Protecting God's Children. (This usually lasts about 2 hours and will be counted toward your hourly requirement for college credit.)

Contact: Applicants should send resume and cover letter to Kelly Albright, Recruitment and Special Events Coordinator, Rosati-Kain High School at kalbright@rosati-kain.org, 4389 Lindell Blvd., St. Louis, MO, 63108, (314) 533-8513, ext. 215.

Communications Writer Internship

Description: The intern is responsible for assisting with writing and editorial responsibilities within a Catholic high school advancement office. General duties of the intern will include: writing press releases, editing and compiling news stories for the alumnae publication and parent newsletter, publication market research, information management, information management and graphic design. The internship is flexible, with the supervisor and student meeting to determine which aspects of communications s/he is interested in gaining more experience. Our office will work to collaborate with the intern to make sure s/he learns and gains experience in the type of work s/he is looking to pursue.

This internship is part-time, unpaid, 10-20 hours per week, for a fall or spring semester of college credit. (Spring position interviews are held in January.)

Qualifications: The applicant should be pursuing one of the following majors or related programs: communications, public relations, marketing, journalism, or have a general interest in non-profit organization management. Employer will be responsible for teaching intern how to operate the computer program used, but applicants should have a knowledge and ability to use Microsoft Office, including Word, Excel and Publisher. Once hired, the intern will be required to attend a child safety seminar through the Archdiocese of St. Louis, called Protecting God's Children. (This usually lasts about 2 hours and will be counted toward your hourly requirement for college credit.)

Contact: The primary contact for this position is Elizabeth Henning, Communications Coordinator. Rosati-Kain High School, 4389 Lindell Boulevard, St. Louis, MO 63108. ehenning@rosati-kain.org. (314) 533-8513 ext. 213.