Position Title: Communications and Marketing Intern

Reports to: Director of Communications

Start date/End Date: August/September 2020 – Fall and/or Winter Semesters

Position Status: Temporary, Part-Time, Non-Exempt

About The Pittsburgh Foundation

Established in 1945, The Pittsburgh Foundation is one of the nation’s oldest community foundations and is the 15th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,400 individual charitable funds and, together with its supporting organizations, assets of more than $1.3 billion. Grantmaking from the funds benefits a broad spectrum of community life within Pittsburgh and beyond with more than 2,000 grantees receiving funding annually. The Foundation typically awards grants of more than $40 million each year. Grantmaking from the Foundation’s discretionary funds leverages a broad range of resources and enables the Foundation to be an important change agent for the region. Approximately 85% of all grant-making dollars stay within the Pittsburgh region.

Position Summary

The Communications & Marketing Intern will provide administrative and project support services to the Communications team. The ideal candidate will be an undergraduate student majoring in journalism, creative nonfiction or other writing field with ties to Pittsburgh and an interest in the nonprofit sector. S/he will recognize how a good story has the potential to motivate people and communities to action.

The intern must work 12-15 hours per week within our 9 a.m. to 5 p.m., Monday through Friday schedule. Remote work is available as an option.

Essential Duties and Responsibilities

- Research and write stories for flagship publications including our website, newsletters and report to the community.
- Assist in writing press releases and developing/updating targeted media contact lists.
• Write and schedule social media posts that promote original content of the Foundation, the good work of our grantees and donors, and support our mission of fostering philanthropy.
• Take an active role in tagging images in our digital photo archives.
• Edit documents for compliance with The Associated Press Style Book.
• Add to publication mailing lists to expand awareness of Foundation programs in our region.
• Assist in updating website content. Tasks include, but are not limited to, writing and editing web text and adding SEO metatag language to increase search function on our site, adding image tags to photography on the site.
• Assist as needed in the planning and managing special events in collaboration with the Development department.
• Coordinate with outside vendors, including designers, printers and mailing houses.
• Work independently and within a team on special, nonrecurring and ongoing projects.
• Possess a healthy sense of humor, appreciation for ambiguity and love of group process.
• Handle confidential information with sensitivity.
• Prepare meeting materials and reports.
• Other duties as assigned.

Key Skills and Experience

• Nonprofit experience preferred, preferably in a fast-paced organization.
• Demonstrated ability to anticipate next steps, take initiative, exercise discretion and apply sound judgment.
• Excellent writing, editing and proofreading skills.
• A desire to learn and demonstrated ability to ask questions, follow approval protocols and resourcefulness to research and problem-solve.
• Demonstrated ability to work well with diverse people and communities.
• Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
• Excellent organizational skills with impeccable follow-up and attention to detail.

Qualifications

• Currently working toward an undergraduate or master’s degree in communications, journalism, nonprofit management or related field.
• Must be able to provide at least three writing samples in the style of newspaper articles or magazine feature articles that demonstrate excellent and compelling writing and storytelling.
• Experience in MS Office (Word, Excel, Outlook, PowerPoint and/or Mac equivalents) and social media programs.

To Apply

This is a paid internship. Interested candidates should submit resume, cover letter and three writing samples to jobs@pghfdn.org. Deadline to apply is Aug. 31.
THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.