

DANK-HAUS German Cultural Center DANK Communications

Internship Title: Communications Internship
Company Status: nonprofit organization
Pay Status: unpaid internship
Hours: 15 - 20 hours per week
Start / End Dates: January-April, May-August, or September-December
Application Deadline: December 15, April 15, or August 15

Essential Duties:

The DANK-HAUS German Cultural Center is looking for a motivated student interested in contributing to and becoming an integral part of the Communications Department, participating in both the planning and practical application of communications initiatives.

The duties of the intern will include, but are not limited to:

- Work closely with the Marketing Director with the planning of a consistent and focused communications schedule reaching out to current and potential members
- Assist with the creation of the membership newsletter and act as editor of the publication, focusing on cultural programming and organizational mission
- Send out meeting notices and reminders to board members and various committees
- Track member birthdays and anniversaries and send appropriate communications
- Record volunteer interests and abilities and code into database
- Contribute to print material design, production, and distribution

Required Knowledge, Skills, Qualities, and Abilities:

- Commitment to the DANK-HAUS German Cultural Center's mission of preserving and promoting German culture, heritage, and language
- Excellent written and verbal communication skills
- Passion for and/or experience with communications and journalism
- Proficiency in Microsoft Word, the Internet, and familiarity with Macs
- Willing, resourceful, positive, and forward-thinking