



Communications and Marketing Intern

TYPE: This is an unpaid internship. Academic credit is available.

SUPERVISOR: Community Outreach Coordinator, Rachel Melton

GENERAL SUMMARY: To assist in an array of special projects that help further the mission and vision of MindsEye.

MISSION: MindsEye provides readings from local and national publications through radio and internet broadcasts to enable individuals in the blind and print impaired community of Metro St. Louis to stay connected and self-reliant.

VISION: MindsEye will provide a broad range of ever evolving programming designed with our listeners in mind, delivered by volunteers and staff who exemplify our culture of excellence. Regardless of delivery method, MindsEye will be a reliable source of news, information, and entertainment for people with vision loss and other disabilities.

RESPONSIBILITIES:

- Assist with writing and editing copy for e-digest and print newsletter
- Support planning and executing events and fundraisers
- Generate social media content
- Help maintain MindsEye's website
- Conduct interviews for "Ear to Ear" show
- Create PSA's
- Attend various networking events
- Other duties as assigned

EXPERIENCE:

- Excellent grammar and writing skills
- Strong research abilities
- Detail-oriented with a strong willingness to learn
- Possesses the ability to plan, organize, and handle multiple functions simultaneously and communicate clearly and professionally, both verbally and in writing

SCHEDULE:

- At least 7 hours/week
- Flexible to accommodate a student's schedule
- Semester-long commitment required

APPLICATION MATERIALS: Send a current resume and cover letter demonstrating how you possess the qualities necessary for the position and what aspects of your experience indicate you can fulfill the

required responsibilities. Additionally, on a separate sheet of paper, please describe your internship goals and your desired semester of service.

CONTACT: Send resume, cover letter, and goals via email or mail to Rachel Melton, Community Outreach Coordinator, MindsEye, 9541 Church Circle Dr., Belleville, IL 62223; 618-394-6449; rmelton@mindseyeradio.org. Please check www.mindseyeradio.org or MindsEye's social media accounts for additional information.