

Communications and Marketing Intern

Company Name: Disability Rights Iowa (www.driowa.org)

Job Title: Intern

Location: 400 East Court Ave., Des Moines, Iowa 50309

Closing Date: 3/1/2019 (Applications will be considered after 3/1/2019, but priority will be given to those filed by 3/1/2019)

Job Type: Non-Exempt

Pay Range: \$10.00 per hour/ 20 hours per week

Duration: Summer 2019

Agency Description: Disability Rights IOWA (DRI) is a well-established innovative non-profit legally based organization dedicated to advancing the rights of Iowans with disabilities. DRI is the federally-mandated protection and advocacy agency for individuals with disabilities and/or mental illness in Iowa. Disability Rights IOWA works to achieve fairness and justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, regulatory advocacy work, education and outreach. DRI's legal work includes individual and impact litigation. For more information, go to www.driowa.org.

Internship Description: DRI is looking for a qualified individual to help DRI move forward on our communications and marketing goals. The qualified individual will have excellent written communication skills. They will be tasked with writing and updating social media content, e-newsletters, and educational materials. Previous webpage administration and social media management experience is a plus.

Job Responsibilities:

- 1.) Add new content and edit existing content on the DRI webpage
- 2.) Review existing webpage content for needed updates
- 3.) Manage and Update DRI Facebook page
- 4.) Update DRI mailing lists
- 5.) Assist in creations of public relations materials
- 6.) Other duties as assigned

Qualifications: Applicants should be working towards a degree in Communications, Journalism, Graphic Journalism, Electronic Media, Public Relations, Web Design, Marketing or related field.

- 1.) Excellent written communication skills
- 2.) Experience or course work in communications and marketing
- 3.) Experience or course work in webpage administration
- 4.) Experience or course work in social media management

Supervisors: Communications Coordinator and Executive Director

Desirable Qualifications:

1. Experience with or sensitivity to individuals with disabilities;
2. Experience with or sensitivity to individuals from ethnic or language-distinct communities.

To Apply:

E-mail cover letter, resume and writing sample to:

Katie Vande Vorde, Operations Manager Disability Rights Iowa

kvandevorde@disabilityrightsiowa.org