

THE KRESGE FOUNDATION

External Affairs and Communications Intern

The Kresge Foundation's External Affairs and Communications department has an opening for an intern during summer 2018.

About the foundation

The Kresge Foundation is metro Detroit's largest private, national foundation, with more than \$3.6 billion in its endowment, a growing staff of over 100 employees and a mission to expand opportunities in America's cities for people with low incomes. We do this through grantmaking and social investing nationally in arts and culture, education, environment, health, human services, as well as community development in Detroit.

The foundation's state-of-the-art headquarters is located in metro Detroit. The modern facility is anchored by a 19th-century farmhouse and a new expansion that houses both a cafeteria and a convening center. Kresge also operates an office in Detroit's Midtown district.

About the position

The Kresge Foundation's External Affairs and Communications department partners with the foundation's program and executive teams to share the story and impact of the foundation's work. The department uses the full complement of communications tools and channels – media relations, digital and social media, email marketing, publications, speech writing and guidance on strategic communications initiatives – to advance the foundation's mission of improving opportunity for people with low incomes in America's cities.

The intern's role will be designed to provide hands-on experience in external, internal and digital communications based on a combination of the intern's personal interests, learning objectives and the work available. The position will report directly to a Communications Officer and include opportunities to own significant projects and interface with multiple Kresge teams.

Primary responsibilities

The intern will play a role in articulating the departments overarching strategy and goals, helping to advance the foundation's communications objectives. Projects might include:

- Conducting an audience survey, audit and report, including recommendations for action, to gain better understanding of current audience and opportunities across Kresge's channels.
- Completing a landscape analysis of peer foundation use of newer social media channels and practices.
- Producing high-quality content for website, social media and email newsletter and other communication channels.
- Assisting communications team with projects on an ad hoc basis (video shoots, press events, photo shoots, media pitching, etc.).
- Measure communications impact and compile reports.

Qualifications

- Minimum GPA of 3.0
- Undergraduate students studying communications, journalism, public relations, marketing or a similar field, who have completed their sophomore year, or students entering a graduate program.
- Ability to multitask.

THE KRESGE FOUNDATION

- Strong writing and speaking skills.
- Organizational skills are a must.

Please submit a cover letter and updated resume by January 31, 2018 to careers@kresge.org

The Kresge Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women and LGBT applicants.

The Kresge Foundation is unable to offer relocation for internship positions.