



Public Relations - Communications Internship

The Will County Children's Advocacy Center (CAC) is looking for candidates to serve as **Public Relations - Communications Intern** for a minimum of one semester. Interns will work closely with the Executive Director and be primarily focused on producing strong content and messaging in a wide range of formats, including print, email, web and social media.

The successful candidate will assist in crafting, implementing and executing development communications for annual fund campaigns, social media and web exposure, cultivation and stewardship programs, plus event-specific fundraising efforts and external presentations to corporations and community groups. This internship is perfect for a college student looking to gain real-life work experience while also fulfilling credit hour obligations and requirements. This internship is non-paid, but the candidate is guaranteed to gain invaluable work experience in an exciting non-profit organization. Your work will have a tremendous impact on our ability to reach more people, and make a positive difference in the lives of vulnerable children.

Requirements:

- Pursuing a Bachelor's degree in public relations, marketing, communications or journalism.
- Knowledgeable in use of social media platforms including Facebook, Twitter, Instagram and YouTube
- Computer experience and knowledgeable in Microsoft Office, InDesign, Photoshop and Dreamweaver, or similar software programs;
- Excellent communication skills – written, verbal and interpersonal
- Ability to meet deadlines and work independently
- Organized and demonstrated attention to detail
- Approximately 10-20 hours per week.
- Must successfully pass criminal background check

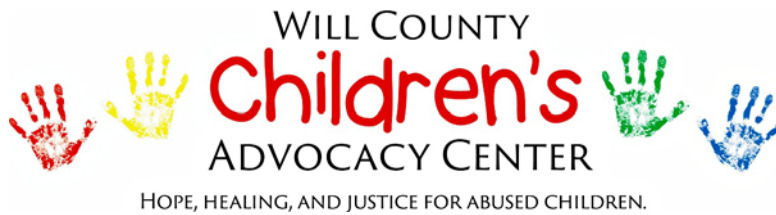
Responsibilities:

- Assist in creating and implementing strategic and innovative social media campaigns aimed at increasing awareness, expanding outreach, and improving communication with our target audiences
- Assist in developing graphics materials for marketing messages (social media posts, flyers, posters, email campaign graphics)
- Assist in developing promotional materials for event-specific fundraising efforts /special events.
- Develop, collect and manage content including stories, anecdotes, special event information, and announcements to be shared online.
- Assist in providing marketing support.

Application Procedure:

If you believe you meet the above requirements and wish to apply, you may submit the following:

- Internship application with all necessary attachments.
- Resume and cover letter explaining why you're interested in the internship.
- Applications materials must be emailed to cac@willcountyillinois.com – no phone calls.
- Once submitted, a CAC staff member will be in contact with you to schedule an interview.



Internship Application

PERSONAL INFORMATION

Name _____ Date _____

Birth date ____/____/____ Social Security Number ____ - ____ - ____

Current Address _____ City _____ Zip _____

Permanent Address _____ City, State _____ Zip _____

Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

Languages Spoken:

Slightly

Adequate

Frequently

EDUCATION

If accepted for this internship, will this internship count toward academic credit? Yes No

Current College/University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Expected Date of Graduation _____

Previous College University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Dates Attended _____

Previous College University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Dates Attended _____

WORK EXPERIENCE

List information for your three (3) most recent employers. Other relative work experience can be listed elsewhere.

Current Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ to ____/____/____

Job Title _____ Supervisor _____

Duties _____

Previous Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ to ____/____/____

Job Title _____ Supervisor _____

Duties _____

Previous Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ to ____/____/____

Job Title _____ Supervisor _____

Duties _____

REFERENCES

List two individuals you have known at least two years. Do not list family members.

Name _____

Phone _____ Email _____

Relationship _____ How long? _____

Name _____

Phone _____ Email _____

Relationship _____ How long? _____

AREAS OF INTEREST

Rank your top three (3) areas of interest, 1 being "most interested."

- | | | |
|-------------------------------|---------------------------------|-----------------------------------|
| ___ Child Care | ___ Education | ___ Sexual Assault Nurse Examiner |
| ___ Child Protective Services | ___ Event Planning/Coordination | ___ Social Services |
| ___ Computers/Internet | ___ Fundraising | ___ Therapy |
| ___ Criminal Law | ___ Police Investigation | ___ Victim Assistance |
| ___ Criminal Prosecution | ___ Public Speaking | ___ Other _____ |

AVAILABILITY

Semester Fall Spring Summer Year _____

List the days (Monday through Friday) and hours (8:00 AM until 5:00 PM) you will be available, as best as you can. Use the space provided below to explain any comments or concerns regarding your schedule.

**** Note: Interns are expected to make a commitment of at least fifteen (15) hours per week and must be available for weekly supervision.****

Monday	Tuesday	Wednesday	Thursday	Friday

EXPERIENCE SUMMARY

Mark if you have experience and are comfortable using without direction, the following programs:

- | | |
|-----------------------------|-------------------------|
| ___ Adobe Acrobat | ___ Microsoft Outlook |
| ___ Converting files to PDF | ___ Microsoft Publisher |
| ___ Internet Explorer | ___ Microsoft Word |
| ___ Microsoft Excel | |

Other computer experience _____

Explain any experiences you have with each of the following. Attach additional sheets, if necessary.

Child Protective Services

Criminal Justice System

State's Attorney Office

Law Enforcement

Sexual Abuse

List all community involvement, professional organizations, including offices held, honors and awards. Include dates.
Use the back if necessary.

ESSAY QUESTIONS

Answer the following questions.

1. Why do you want to be an intern at the Will County Children's Advocacy Center?

2. Where do you hope to be in 1 year, 5 years, and 10 years?

3. What skills do you hope to enhance or learn during your internship?

4. What is your dream job?



Intern Statement

I hereby acknowledge and understand that with the completion of this application, I give my permission to the Will County Children's Advocacy Center and to its authorized agents to use any and all means to verify the information in this application. This includes the accessing of information with regards to criminal history, employment history and other information that may be appropriate to my qualifications regarding the internship program.

(PLEASE INITIAL _____)

I further understand that the Will County Children's Advocacy Center has the right to review this application's subsequent information unconditionally, accept or reject my application for internship program placement, and to terminate my internship program placement at any time, and that upon termination, I will return any and all property issued to me by this agency.

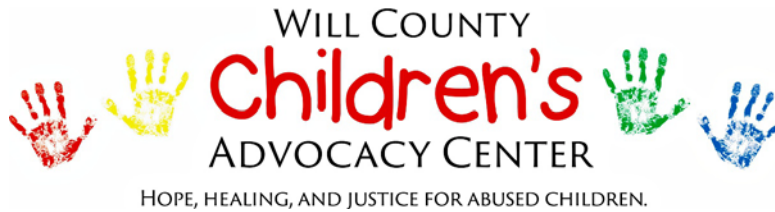
(PLEASE INITIAL _____)

I understand that I will receive an intern training manual and agree to abide by the policies and procedures set forth in this manual. I also understand that this manual explains the Confidentiality Policy, which specifies that for the protection of all served, every person is prohibited from disclosing the contents of any communications, records, and/or files, except for the purposes directly connected with the administration of the Will County Children's Advocacy Center.

(PLEASE INITIAL _____)

APPLICANT FULL NAME (Print) _____

SIGNATURE OF APPLICANT _____ DATE _____



Intern Agreement

1. I understand and will adhere to the goals and standards of the Will County Children's Advocacy Center.
2. I will attend any orientation, training, or continuing education required for this position.
3. I will treat clients with dignity and respect at all times, and be non-judgmental of clients' values.
4. I will maintain that the client is responsible for all decisions he/she makes.
5. I might listen to, but will never take a position on, issues of religion or politics.
6. I will not give any medical, legal, or psychological advice.
7. I will not share personal information about myself, such as home phone number or address with clients.
8. I will not give clients money or transportation.
9. I will maintain the confidentiality of clients and staff.
10. I will not take a position on issues of birth control, pregnancy, or pregnancy termination with any of the Center's clients.
11. I will not talk with the media about any of the clients or investigative activities of the Center.
12. I will not discriminate for reasons of gender, race, age, sexual preference, or economic status.
13. I will complete all documentation for services provided and volunteer hours worked.

I have read, understand, and agree to abide by the terms set forth in the Will County Children's Advocacy Center Intern Agreement. I understand that violation of these terms is grounds for dismissal from my internship.

SIGNATURE OF APPLICANT _____ DATE _____