



Job Title: Public Relations Student Worker
Job Type: Part-Time; Nonexempt
Reports to: Director of Communications & Donor Services

Purpose

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Public Relations Student Worker position is a part-time position created to support the Foundation's marketing, design and communications needs.

Nature of Work

Work at Waco Foundation is highly-suited for the individual who has a positive attitude and a passion for improving the world, and particularly, the local community, and who seeks opportunities to engage in hard work, problem solving and personal growth, as a part of a close, professional team.

A Successful Candidate Will Have:

- Educational experience in public relations, marketing or journalism;
- Exceptional organizational skills and the ability to multi-task to meet deadlines;
- Professionalism, diplomacy and flexibility;
- Ability to interact respectfully with people of diverse backgrounds, perspectives and cultures;
- A high degree of discretion and personal integrity – ability to appropriately protect confidential information;
- Excellent communications skills, both verbal and written;
- Basic office and computer skills;
- Design skills and/or experience with Adobe InDesign and/or Adobe Creative Suite;
- Knowledge of McLennan County nonprofit organizations;
- Knowledge of AP Style;
- Experience with social media; and
- A laptop is desired but not required.

The Public Relations Student Worker must be highly motivated and mission-focused. This is not a work study position – the Intern will be expected to perform high level thinking tasks in order to accomplish the projects at hand, and in turn, they receive a great exposure to many skills needed to work in a professional office.

Work Term and Hours:

The position is part-time -- up to 12 hours per week. Employment is at will, enabling the employee or the employer to terminate the employment relationship at any time, with or without reason. This position is for a term not to exceed 4 months. Such term may be renewed, in the Foundation's sole discretion. Business hours: 9-5 p.m., Monday-Friday.

Pay:

Entry-level, part-time pay commensurate with education and experience.

Specific Responsibilities:

Under the direction of the Director of Communications & Donor Services, support the marketing efforts for Waco Foundation, including but not limited to:

- Producing content for media communications, events, campaigns and distribution of print and electronic materials;
- Drafting and disseminating news releases;
- Designing e-newsletters, advertisements, fliers, brochures and other promotional materials;
- Developing and assembling information/promotion packets for various audiences;
- Performing market research, including interviews and pre-and-post surveys;
- Coordinating communications plan for executive office;
- Updating and creating content for Waco Foundation's website;
- Updating the 12-month marketing schedule;
- Physically distributing Waco Foundation materials as requested; and
- Together with other interns, support the Foundation's front desk reception duties, internal meetings, office functions, administrative work and special events.

Student workers receive exposure to a broad array of audiences and learn how to work in an office, and on a larger scale, how community development work happens. As a community foundation, Waco Foundation interacts with every local sector. As a charitable fund manager, we have regular contact with high-profile philanthropists and business leaders. As a facilitator, we coordinate and communicate with many local entities and initiatives.

Application Instructions:

The Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work (www.WacoFoundation.org).

Interested candidates should complete an application and email it with a cover letter and resume (in Word or PDF format) to Natalie Kelinske, Director of Communications & Donor Services, at nkelinske@wacofoundation.org with the subject line "Public Relations Student Worker Position."

Disclaimer Clause (to be completed once offer extended and accepted):

I have read the job description and understand the information contained in the job description. I further understand that this job description is not intended to and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or physical requirements/working conditions associated with this job. I may be required to perform additional tasks necessary to meet standards of quality service.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____