



Position: Public Relations

Salary: Non-paid Internship

Education: H.S. Diploma *required*

Location: Northeast San Fernando Valley, Los Angeles, CA

Language(s): English and Spanish *preferred*

Area of Focus: Youth Empowerment, Community Development, Education & Training

Type: 2-6 hours per week, minimum 4 month commitment

Posting date: April 1, 2010

Start date: ASAP

Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization founded in 2005, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley. YSC provides area youths with the skills necessary to pursue higher education and create strong communities.

Job Description: The **Public Relations Intern** will be directly involved in the areas of promotion, marketing and community relations and community outreach. Candidate must be able to have great networking skills to maintain an updated media contact list.

RESPONSIBILITIES

- Compile comprehensive media contact list
- Write press releases and media alerts
- Send out event listings to local outlets
- Compile a press kit
- Arrange press/media events
- Create promotional literature
- Develop quarterly newsletter and announcements
- Attending conferences, meetings and participating in outreach events

QUALIFICATIONS

- Current High School student
- An individual with an entrepreneurial spirit who is innovative, flexible, persistent and ambitious
- Must be comfortable working in a team environment
- Bilingual and/or bicultural, but not necessary
- Excellent networking and communication skills (verbal and written)
- Willingness to work some non-traditional hours and Saturdays as required.
- A self-starter with the ability to work successfully with little supervision
- Proficient with Microsoft Office including Word, Excel and Access
- Have at least one year prior experience in given field
- Enthusiastic, detail-oriented and eager to learn
- Valid driver's license

Interested candidates should email a cover letter and resume to: jobs@youthspeakcollective.org

Please include in the subject line: "Public Relations Intern"