SCRIPPS HOWARD FOUNDATION

Winter/Spring Internship for Undergraduate Juniors or Seniors

Non-profit organization: ReSource (formerly Community Resource Center)
Complete address: 3610 Park 42 Drive, Cincinnati, Ohio 45241
Phone: 513.554.4944
Fax: 513.554.4966
Web site: www.resourceweb.org
Intern supervisor name, title and e-mail address: Molly Lohr, Executive Director molly@resourceweb.org

Products/Services:
ReSource has served as the area's only nonprofit resource center for over twenty years. Founded in 1986 by Robert Castellini our mission is to provide merchandise and support services to qualified non-profits. When nonprofit organizations need affordable office supplies and businesses need to clear out unwanted inventory, both turn to ReSource. We act as the conduit between the two, accepting excess inventory donated by our business partners and redistributing it to area nonprofits.

Since opening our doors ReSource has assisted over 1,500 non-profits, saving them over $40 million. By maximizing limited budgets non-profits can direct more dollars to community services, not overhead costs.

Internship responsibilities (please be specific):
The intern for this position will be working with our social media consultant and executive director on a variety of social media, marketing and public relations projects.

Opportunities include: writing media releases & making media contacts; coordinating monthly seminars, updating social media contact databases, assisting with quarterly electronic newsletter. Assist the executive director and Community Affairs Committee with developing and implementing both marketing & PR plans.

Required skills/training (please be specific):
Our team could use the assistance of a creative, high-energy student who is looking for the ultimate hands on learning and working environment, the outcome a win-win experience for themselves and our agency.

- Excellent communication skills including: writing, proofreading and editing
- Knowledge of FaceBook , Linked In & Twitter
- A team player who can also work independently
- Detail oriented, able to multi-task

Internship period and preferred hours: January 2012. Internship is 10 to 15 hours per week for the quarter/semester. Hours are flexible between regular business hours of Tuesdays – Friday 8:30 a.m. until 4:30 p.m.

*Scripps Howard Foundation supports this paid internship for **undergraduate juniors or seniors** only. Please do not apply if you already have a full schedule of activities, school and work. Students with the required skills who are interested in learning about philanthropy, non-profit organizations, adding work samples to their portfolio and making a meaningful work contribution should apply. Students should be prepared to provide writing samples if interviewed.*