

POSITION VACANCY ANNOUNCEMENT

Position Title: MARKETING & COMMUNICATIONS INTERN

Division/Office/Unit: MARKETING & COMMUNICATIONS

Type of Position: Exempt/Full-Time/Temporary (hours per week 37.5)

Salary Offer Range: Room and board plus stipend

Starting Date: June 1, 2009 or as soon as a suitable candidate can be found.

Job Summary: Serve as essential team member, working closely with the Director of Public Relations and Director of Marketing to implement national 4-H communications strategies. Be part of a fast-paced environment where you will have a chance to participate in a wide variety of marketing and communications projects, including:

- interviewing, editing, and writing stories for national online and print newsletters;
- enhancing content for new national website www.4-H.org;
- writing and disseminating news releases;
- developing electronic communications for 4-H community;
- development of Public Service Advertising and measurement of coverage;
- digital media and social networks ;
- environmental scans and market research;
- coordination of communications workshops, special events, conferences, and presentations.

Assist other National 4-H Council teams, including the President's Team and Resource Development, to complete special projects and tasks. Other duties as assigned.

Qualification: Bachelor's degree with coursework or experience in business, public relations, advertising, communications, journalism, and/or marketing. Direct experience with 4-H or youth development preferred. Computer and electronic proficiency necessary, including: Microsoft Word, Excel, and PowerPoint; and online research. Familiarity with social networking functions and Web 2.0/gadget applications a plus. Ability to learn other software programs as necessary. Enthusiasm and attention to detail and accuracy a must.

Send or fax cover letter & resume to:

National 4-H Council
Attn: Lita Haarer
7100 Connecticut Ave.
Chevy Chase, MD 20815
Fax: (301) 961-2894
careers@fourhcouncil.edu

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