

United Way
of the Quad Cities Area

3247 East 35 Street Court
Davenport, Iowa 52807
Tel: 563.355.4310
Fax: 563.355.3308
www.unitedwayqc.org



JOB TITLE: PR and Marketing Coordinator **STATUS:** Intern, Part-Time
REPORTS TO: Public Relations and Marketing Associate 7.5 to 15 hours per week

POSITION SUMMARY: This internship will assist the Marketing and Communications team with media relations and special events planning and support.

SKILLS NEEDED:

1. Solid organizational skills.
2. Solid communication skills.
3. Strong writing skills.
4. Willingness and ability to contact and work with members of the media.
5. Willingness and ability to help secure in-kind donations for events.
6. Ability to work as a member of a team to achieve common goals.
7. Ability to think creatively and to share ideas

WHAT YOU WILL GAIN:

1. Solid media relations experience.
2. Experience with public relations writing.
3. Exposure to QC area public relations professionals
4. Solid project management skills.
5. Enhanced community network.
6. Knowledge that you are making a difference in our community!

GENERAL RESPONSIBILITIES:

Develop a comprehensive, up-to-date media list for the Quad Cities Area by contacting reporters, editors and media promotion managers. Finished product will be utilized by United Way and shared with members of the Quad City chapter of the Public Relations Society of America. Intern will also assist in the planning, preparation and implementation for the United Way Celebrity Golf Outing and the United Way Day of Caring.

If interested in applying for this internship, please complete the Internship Application.

United Way is proud to be an Equal Opportunity Employer