



Intern Position: Journalism/Creative Writing Intern
Location: Central Pennsylvania Food Bank - Williamsport, PA
Reporting Relationship: Carla Fisher & Jen Sands
FLSA Status: Non-paid Internship
Prepared By: Carla Fisher
Approved By: Lisa Kreider
Approved Date: April 12, 2019

Position Summary: The Journalism/Creative Writing Intern will work under the guidance and direction of the Communications and Marketing team to become familiar with the operations of the Central Pennsylvania Food Bank (CPF) and to assist in creating awareness of our many programs through our clients, volunteers, donor and staff stories.

Learning Objectives and Goals:

- Build an internal story bank of our client, volunteer, donor and staff stories to further our mission.
- Digital strategy including social media marketing, website design and graphic design.

Functions and Responsibilities:

- Set-up, conduct and execute interviews with clients in various Food Bank programs in a professional and compassionate manner.
- Set-up, conduct and execute interviews with volunteers at the Food Bank to capture their passion for the organization.
- Write stories based on interview material.
- Post pictures and events to social media sites.

Other Duties:

- This intern description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice.

Education:

Internship is open to current freshmen through seniors working toward a bachelor's degree in journalism, English, communications or public relations with a minimum overall GPA of 3.0.

Knowledge, Skills and Abilities:

- Strong organizational and communication skills with keen attention to detail.
- Knowledge of MS Office applications, especially Word.
- Photography skills.
- Knowledge of all social media platforms including Facebook, Instagram, Twitter and LinkedIn.
- Must have reliable transportation.