



Kalamazoo Regional Educational Service Agency Internship Description

Job Title: Communications and Foundation Intern
Reports To: Director of Human Resources and Communication
FLSA Status: Non-exempt - unpaid internship
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 03/2015
Last Revised Date: 03/2016

Kalamazoo Regional Educational Service Agency
1819 East Milham Ave. | Portage, MI 49002

Part Time – 20 hours per week

Summary: Kalamazoo RESA is a countywide educational service agency located in Portage, Michigan. We provide services for learners and educators in nine local school districts in Kalamazoo County, as well as 18 nonpublic schools. Kalamazoo RESA administers countywide programs, including special education, early childhood education, K-12 arts programs, high school career training, employment services, technology, instructional workshops, human resources support and more. In addition, the Kalamazoo RESA Foundation is a 501(c)(3) nonprofit that supports the mission of Kalamazoo RESA by providing students and educators with scholarships and grants.

Under the direction of the Communications Specialist, the Communication and Foundation Intern assists the department with various procedures and initiatives in accordance with the agency's mission of providing excellent service.

Essential Duties and Responsibilities:

- Monitor and archive all news media for education related news
- Write press releases
- Follow up on publicity requests
- Write web features
- Attend monthly Board of Education meetings
- Take photographs for use on the web and in social media
- Conduct interviews with employees for employee spotlight features
- Assist with the creation of print materials and graphics
- Help with internal and external newsletters
- Assist with advertising copy
- Support the Kalamazoo RESA Foundation with donor outreach, events, and publicity
- Organize the information related to the foundation work for future interns so it may be used to continuously improve the work of the foundation
- Regular and consistent attendance
- Other duties as assigned

Qualifications:

- Pursuing a BA/BS in public relations, communications, journalism, or non-profit foundation management
- Excellent writing skills
- Firm understanding of AP style

Qualifications (cont.):

- Proficient to advanced skills with Microsoft Office
- Strong oral communication abilities, especially on the phone
- Ability to travel to schools and programs around Kalamazoo County as needed (travel expenses are compensated)
- Graphic design experience with Adobe Creative Suite preferred
- Experience with web content management systems preferred
- Experience working with and strong interest in nonprofits preferred

Education and/or Experience:

Certificates, License, Registration:

None noted

Other Skills & Abilities:

Supervisory Responsibilities:

This job has no supervisory responsibilities

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.