



We are looking for a COMMUNICATIONS INTERN to provide support to the marketing/communications function across the organization.

This is a great opportunity for anyone who is planning a career in marketing, advertising, or public relations!

Position location: LifeWorks NW's Cedar Mill office: 14600 NW Cornell Road, Portland, OR

Time commitment: 20 to 40 hours a week.

Type of position: unpaid internship

If interested: Please e-mail a resume and cover letter to debra.flickinger@lifeworksnw.org.

What you will be doing:

- Assist in planning, writing and managing primarily internal communications initiatives and campaigns, and some external.
- Design and production of internal communications collateral materials, such as posters, table tents, newsletters, etc.
- Use of Sharepoint to update intranet and execute communications campaigns.
- Collaborate to develop innovative approaches to employee engagement through effective communications.
- Champion effective communications principles across the agency.
- Travels between sites or in the community.
- Must be able to work some early mornings, evenings and the occasional weekend.
- Continually increase level of cultural sensitivity, awareness and competency.

Qualifications:

- Must be working toward or completed associates or bachelor's degree in communications, marketing, public relations.
- 1-2 years' work or volunteer experience; nonprofit experience, a plus.
- Previous work/volunteerism MUST include marketing communications and/or public relations campaigns.
- Firm grasp of the scope of communication tools, including social media.
- Must have computer experience and working knowledge of Microsoft Office – including Word, PowerPoint, and Excel) and Sharepoint. Experience in basic graphic design and use of Adobe applications, a plus.
- Proficient writer and oral communicator with ability to communicate in a professional manner. NOTE: A writing test will be required.
- Self-motivated, organized, detail-oriented, high quality standards and ability to prioritize, multi-task, take direction and meet deadlines.
- Valid driver's license and vehicle with the ability to travel across the Portland metro area.
- Enthusiasm for the mission of LifeWorks NW and the people we serve.

- Demonstrates effective communication skills and maintains a cooperative working relationship with others in a culturally diverse environment.

At LifeWorks NW we support people who are working towards a better life. Through our recognized, culturally responsive prevention, mental health and addiction services, our expert team delivers the highest quality individual and group treatment—benefiting children, teens and families, adults, older adults and the community as a whole.

LifeWorks NW sites are located in the serve the Portland metro area – Multnomah, Washington and Clackamas counties. LifeWorks NW believes that diversity strengthens our workforce and empowers our community.

www.lifeworksnw.org