



## Communications/Community Outreach Intern

Real work that makes a difference.

The Community Health Endowment of Lincoln (CHE) is working to make Lincoln the healthiest community in the nation. We are looking for an energetic, social media savvy, self-starter to help with communications and community outreach. Gain great experience working in a small, fast-paced nonprofit organization with exposure to every aspect of how nonprofits work. Located within walking distance of UNL's City Campus and on major bus routes.

### General Tasks:

Under supervision:

- Update and maintain CHE's social media presence including but not limited to monitoring, posting and evaluating Facebook and LinkedIn.
- Help with completion of CHE's website redesign and update website as directed
- Help plan and write email blasts and email newsletters
- Help plan and execute special events
- Other duties as assigned and appropriate

### Qualifications:

- Excellent writing skills (writing sample may be requested for finalists)
- Social media fluency including but not limited to Facebook, Twitter and LinkedIn
- Working knowledge of Microsoft Office products
- Working toward a college degree preferably in a related field (Public Relations, Journalism, Marketing, Advertising, Communications). Junior or senior student preferred. Sophomore with relevant coursework/experience considered.
- Ability to communicate professionally with community contacts and colleagues
- Good organizational skills, ability to prioritize, follow-through and meet deadlines
- Experience with website content management systems a plus.
- Interest in public health, healthy living and nonprofit work a plus

**Hours and Duration:** 10 -12 hours per week. Position will be filled for fall semester 2016 with the possibility of continuing through the spring semester.

**Salary:** \$10/hour

### To Apply:

Email a resume', cover letter which specifically relates your skills interests, and experience to the qualifications, and contact information for two references to Marcia White, Program Manager, Community Health Endowment of Lincoln, [marcia.white@chelincoln.org](mailto:marcia.white@chelincoln.org)

**Applications must be received by 5 p.m. on Thursday, September 8.**

**Questions?** Email Marcia or call 402-436-5516.