

VOLUNTEER



FRANCIS LAUER  
A YSS ORGANIZATION

## MARKETING AND COMMUNICATIONS INTERNSHIP

Apply by emailing your cover letter and resume to Amy Hutter [ahutter@yss.org](mailto:ahutter@yss.org)

### Volunteer Vision Statement:

YSS seeks to maximize the skills and interests of volunteers to better impact our organization and the youth and families we serve.

### Location:

Jacobson Center, 420 Kellogg Ave, Ames, IA 50010

### Job Duties:

- Design and create materials in adherence with YSS brand identity guidelines using Adobe Creative Cloud and/or Canva
- Develop social media posts and maintain online presence through various platforms
- Update and maintain YSS website
- Write articles for newsletters and newspapers
- Assist CEO in writing monthly memos
- Assist with volunteer management
- Create materials and work as part of the team to manage/market Holiday Giving
- Other responsibilities as needed

### Qualifications:

- High attention to detail
- Excellent written and verbal communication
- Must be able to work independently and as part of a team
- Must be a self-starter that is willing to take initiative on projects
- Proficiency in Microsoft Office programs required
- Familiarity with Adobe Creative Cloud software (InDesign, Photoshop, Illustrator) required
- Majors encouraged to apply: Public Relations, Design, Marketing & Journalism. All other majors will be considered as long as qualifications are met.

### Training & Supervision:

- Intern will work as part of the Community Engagement Team and will be under the direct supervision of the Marketing & Communications Director. Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting.
- Will be invited to attend any YSS all staff trainings that are available during your time with us.

### Time Commitment/Requirements:

- 12-15 hours per week

**YSS provides hope and opportunity by putting kids first. Learn more at [yss.org](http://yss.org).**

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- Monday – Friday, 8:00am – 5:00pm
- Must report hours to Volunteer Coordinator weekly

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