

VOLUNTEER



FRANCIS LAUER  
A YSS ORGANIZATION

## JOURNALISM INTERNSHIP

### Location:

Jacobson Center, 420 Kellogg Ave, Ames, IA 50010

### Job Duties:

- Write articles and press releases for newsletters and newspapers. This position will need to write at least one article per week (400-900 words each).
- Assist CEO in writing memos
- Assist with the writing and editing of print materials (Focus newsletter, foundation newsletter, summer community-based center newsletters)
- Develop content for the monthly electronic newsletter
- Develop social media posts and maintain online presence through various platforms (optional)
- Update and maintain YSS website
- Other responsibilities as needed

### Qualifications:

- Superb writing skills
- Personable and able to talk to a wide variety of people
- Excellent verbal communication
- Strong editing skills helpful
- Must meet weekly deadlines
- 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

### Training & Supervision:

- Intern will work as part of the Community Engagement Team and will be under the direct supervision of the Marketing & Communications Director.
- Will be invited to attend any YSS all staff trainings that are available during your time with us.

### Time Commitment/Requirements:

- 10-15 hours per week; Monday – Friday, 8:00am – 5:00pm

To Apply: email your resume and cover letter to Amy Hutter, Director of Marketing and Communication, at [ahutter@yss.org](mailto:ahutter@yss.org).

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