**COMMUNICATIONS INTERN**

**Description**
The Mind Trust (TMT), the Indianapolis nonprofit that strives to give every Indianapolis student access to a high-quality school, is seeking an intern interested in learning all aspects of the public relations field.

The intern will assist and report directly to the Vice President of Communications and should expect to learn the public relations field from top to bottom and learn skills that are immediately transferrable to other positions in media and public relations.

**Responsibilities**
- Assist Vice President of Communications and other staff members with all media & public relations and communications efforts
- Monitor and track media mentions of TMT
- Search for and catalog press clippings
- Monitor and post on social media networks, blogs, forums, etc.
- Help oversee online outreach and promotion using Facebook, LinkedIn, Twitter, etc.
- Compile media contact lists
- Create or update databases
- Write press releases and other materials
- Contribute to website redesign project
- Update and monitor TMT website

**Requirements**
Students applying for this internship must have strong communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details. Applicants also should have strong writing skills, as well as a solid understanding of social media. Only interns proficient with Microsoft Word, Excel and other Microsoft Office applications should apply.

**Majors**
Preferred majors for potential interns should include Public Relations, Communications, Marketing or Journalism.

**Time Commitment**
20-24 hours/week

**Benefits**
IUPUI course credit
Free parking

**Application instructions**
Those interested in this internship should send a resume and one writing sample to: scampbell@themindtrust.org.