



Summer Communications Intern or Work Study Position

Peace Learning Center Mission: to educate, inspire, and empower people to live peacefully.

Peace Learning Center Vision: a community of peace where respect is primary and justice is real.

Peace Learning Center (PLC) is an Indianapolis-based nonprofit that has impacted the lives of more than 180,000 people locally and internationally since it first began in 1997. PLC is located inside Eagle Creek Park - a unique, natural environment that is often leveraged to enhance the effectiveness of our onsite programs.

Peace Learning Center core programs include:

- **K-12 Programs** - Teach peace-building through empathy, awareness, and action. Students develop leadership skills, diversity appreciation, critical thinking, communication, and interpersonal skills that enrich both students and their communities. Programs are implemented at PLC Eagle Creek Park and classrooms.
- **Intervention Programs** - Designed and implemented to help incarcerated youth and those on probation, programs emphasize personal responsibility and life skills.
- **Summer Programs** - A peace leadership experience including peace building, diversity awareness, peer-to-peer dialogue and a nature walk, about thirty different summer camps and enrichment programs host PLC facilitators and attend sessions at PLC program sites.
- **Corporate and Community Programming** - A variety of personal and professional development sessions focused on improving communication, productivity and passion within organizations. Programs include board and staff retreats, personal and professional renewals, trust-building, and communication skills. PLC creates partnerships with clients to design programs that meet their unique needs.

Are you interested in helping us advance our work in the community? Are you passionate about communications and integrating new and “old” communications tools to tell a story? Join Peace Learning Center as a communications intern!

This internship focuses on media relations, marketing and publications, offering an opportunity to learn the techniques and strategies used in press outreach for Peace Learning Center, as well as the production of a variety of written materials. This internship represents an excellent opportunity for someone interested in learning about careers in non-profit communications and/or fundraising. This is an unpaid internship, however credit is available upon request. We are also accepting work study students for this position.

Responsibilities:

Responsibilities will entail a mix of administration and substantive work experience, including:

Documenting PLC’s spring/summer programs with photos and stories

Designing Peace Learning Center’s annual report

Assisting with maintenance of website

Producing 2 blog posts weekly

Attending programs, events and conferences to promote Peace Learning Center

Maintaining and updating media contact database

Assisting with the development of electronic communications and the implementation of promotional strategies for online communications channels such as Facebook & Twitter



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Assisting other department staff members in planning and executing special events and projects

Assisting in conducting program evaluation and packaging outcomes

Other administrative duties as needed

Qualifications:

Ideal candidates are college juniors, seniors, recent graduates or graduate students who are:

Available for 10+ day hours a week

Detail oriented, organized and able to work independently

Responsible, creative, reliable and energetic

Majoring in journalism, communications, marketing, English, fundraising, public relations or related fields preferred

Have professional writing, editing, proofreading and communication skills

Have strong copyediting skills, a strong command of English spelling and grammar; experience with AP style preferred

Have proficiency and experience with online research and general computer skills including experience with social media and Microsoft Office (Word, Excel, PowerPoint, etc.)

Team players willing to pitch in and help out

Prompt with excellent time management skills

Other:

This is an unpaid internship—credit is available upon request. We are also accepting work study students.

All internships are based out of our office inside Eagle Creek Park.

All internship applicants should submit *a cover letter, resume and brief writing sample* (no more than three pages) to Lisa Jones at ljones@peacelearningcenter.org.

Applications will be accepted and reviewed on a rolling basis throughout the year