

## **POSITION DESCRIPTION**

### **Summer 2018 Communications Internship**

The American Network of Community Options and Resources (ANCOR), a vibrant national nonprofit trade association representing over 1,400 community service providers to people with intellectual and developmental disabilities, is looking for an undergraduate student to complete a full-time, 8 to 12-week internship during the Summer 2018 semester.

The Communications Intern will report to the Communications Director and will make important contributions to ANCOR's Communications team, as well as to the association's entire staff of 14 dedicated professionals. The position is based in historic Old Town Alexandria, Virginia, just outside Washington, DC. The ideal intern will be an excellent writer, maintain a professional demeanor, pay close attention to detail and demonstrate an interest in gaining first-hand experience in a variety of functions in the communications field.

Duties of ANCOR's Summer 2018 Communications Intern will include:

- Assist in the editing of external-facing communications, including email appeals, newsletters, web content, one-pagers and other publications as needed.
- Assist in formatting and developing content for materials created to engage ANCOR's Board of Directors
- Contribute original content to ANCOR's bimonthly member newsletter
- Create and execute a plan to organize and manage a digital library to house ANCOR's photography.
- Create and execute a plan to organize and manage a system for indexing stories that will be featured across a variety of ANCOR's communications channels.
- Draft social media content promoting recognition of Direct Support Professionals and other association-awarded recognitions.
- Track mentions of ANCOR and its members, along with stories about people with intellectual and developmental disabilities, in traditional media outlets.
- Assist in the development of file naming conventions and taxonomy for internal team documents.

To be eligible for ANCOR's communications internship, candidates will:

- Be seeking a degree in Communications, Marketing, Journalism, Public Relations, English or a related field.
- Have completed at least two semesters of undergraduate coursework.
- Be eligible to receive undergraduate-level credit for completing the internship (note: this internship is unpaid, but a modest stipend will be awarded upon successful completion).
- Demonstrate excellent writing and editing skills and keen attention to detail.
- Demonstrate proficiency with Microsoft Office applications, including Word, Outlook, Excel and PowerPoint.

In addition, the ideal candidate will:

- Demonstrate interest in pursuing a career in communications, marketing or public relations upon completion of their degree program.
- Demonstrate an understanding of or interest in learning about the opportunities and challenges facing people with intellectual and developmental disabilities and the Direct Support Professionals who support them.
- Be available during regular business hours, Monday through Friday, for at least 8 weeks between Memorial Day and Labor Day.

Interested candidates should send a letter of interest, résumé and writing sample to Sean Luechtefeld, Communications Director, at [sluechtefeld@ancor.org](mailto:sluechtefeld@ancor.org) no later than May 25, 2018. Applications will be reviewed as they are received.