



Marketing - Communications Internship

The Bay Area Parent Leadership Action Network (PLAN) is a regional network working to unite and strengthen diverse parents and organizations to promote education justice through training, leadership development, organizing, and advocacy. (For more information about PLAN, please visit our website at www.parentactionnet.org.)

PLAN is seeking a part time (15 to 25 hours per week) Marketing-Communication Intern to work in our downtown Oakland office. The internship is unpaid and runs June-December 2010. Transportation reimbursed.

About the Internship:

If you are interested in building development, outreach, and marketing skills with a small but growing social justice organization, this internship is for you! You will work directly with the Executive Director and program staff to assist several marketing and communications initiatives, including special events, internet and print media, grassroots outreach and materials distribution, and working with sponsors.

Duties:

- Assist Executive Director with PLAN's annual special recognition event, including coordinating host committee meetings, assisting with the development of the program, making solicitations, selling tickets, drafting program materials, arranging logistics, pitching media coverage, assisting with mailings, etc.
- Compile and edit weekly electronic newsletter and write program highlights and updates for www.parentactionnet.org.
- Assist Parent Organizer in organizing monthly membership meetings and actions.
- Assist with reporting requirements for programs, including entering evaluation data into Excel.

Qualifications:

This is a hands-on, multi-tasking internship that requires a self-directed, reliable individual with a wide variety of skills and a passion for social justice.

- Excellent written and oral communication skills; proven writing and public speaking experience.
- Computer skills, including Microsoft Office Suite and Adobe Graphics Suite. Web skills a plus.
- Effective time and task management abilities; ability to work independently and as part of a team.
- **Preferred:** Fundraising, outreach, and public relations experience. Bilingual Spanish-English.

To apply: Please email a resume, a cover letter, and at least one reference to Melia Franklin, Executive Director, at melia@parentactionnet.org. No phone calls, please! **Deadline: June 28, 2010.**

PLAN, a 501(c)3 nonprofit organization, is committed to a culturally diverse workplace. PLAN does not discriminate on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, handicap, ancestry, sexual orientation, or any other characteristic protected by law.