



michigan suburbs alliance

Position	Millennial Mayors Congress Public Relations Intern
Employment Type	Part time, 15 hours per week, January-May 2011
Salary	Unpaid
Location	Michigan Suburbs Alliance 22757 Woodward Ave, Suite 250 Ferndale, MI 48220
How to Apply	All applicants must submit a cover letter, resume and two writing samples. Applications will be accepted until the position is filled.
Contact Website	Email application materials to Valerie Bieberich at internships@suburbsalliance.org , www.michigansuburbsalliance.org

The Millennial Mayors Congress public relations intern will help to publicize the Congress's Millennial-driven vision for the metro Detroit region. Over the course of the winter semester, this intern will contribute to the Michigan Suburbs Alliance communications team by drafting and executing a media outreach strategy around the Congress's Millennial Vision for Metro Detroit. The intern will also work with the communications team to research trends and best practices in digital and web-based public relations, contributing to the Suburbs Alliance's long-term goal of enacting effective and innovative communications.

The Suburbs Alliance provides a fun and flexible work environment and offers professional experience in the world of nonprofits and local governments. The public relations intern will learn about regional policymaking in metro Detroit and will spearhead an effort to learn more about web-based media. He or she will have the opportunity to bring together a variety of stakeholders around the Congress's regional vision for a more vibrant, sustainable metro Detroit.

Responsibilities

Under the direct supervision of Valerie Bieberich, Millennial Mayors Congress coordinator, the public relation intern's primary responsibility is to enhance the public profile of the Millennial Mayors Congress and its regional vision. Among other duties, the intern will:

- Develop a public relations campaign around the Congress's vision and activities;
- Draft and edit supportive materials including press releases, pitch letters and media lists;
- Monitor coverage and archive clips;
- Conduct press outreach and follow up; and
- Work with Suburbs Alliance public relations intern to research and develop best practices for digital press releases.

Applicant Qualifications

- At least one year of post-secondary education; preference will be given to undergraduates with more than two years of post-secondary education or to graduate students;
- Excellent writing skills;
- Creative and thorough research skills;

- Comfort with a variety of social media outlets;
- Working knowledge of basic PR pieces such as press kits and releases;
- Experience in public relations and marketing; and
- Available to work January -- May 2011.

Application Procedure

Interested individuals should send a **brief statement of interest, resume and two writing samples** electronically in PDF format to internships@suburbsalliance.org. You may link to an online portfolio rather than including your writing samples as attachments. In the statement of interest, concisely describe your interest in the program and in our organizational mission, and explain why you are the best fit for this position. Resumes must show relevant experience. Writing samples should be approximately one to two pages and can include class papers (or excerpts), articles and short stories, though we prefer at least one press release, pitch letter or similar document. ***We will not review incomplete submissions.***

Organizational Background

Pursuing a future where communities share economic, environmental and social success, the Michigan Suburbs Alliance envisions metropolitan centers that preserve the unique character of individual communities while striving toward a unified and equitable region where the citizens are empowered as an effective regional force. The Michigan Suburbs Alliance unites and strengthens metropolitan Detroit's mature suburbs by elevating regional cooperation, reforming public policies and innovating redevelopment strategies.

The Millennial Mayors Congress is an inter-generational partnership of civic leaders who work towards a more vibrant metro Detroit through sustainable, interest-based initiatives. Each participating community is represented by a city official and a Millennial, or 18-35 year old, resident. Together, they work to develop solutions to economic, social and environmental issues of regional significance.

Equal Opportunity Employment Policy

The Michigan Suburbs Alliance is an Equal Opportunity Employer. The organization is committed to maintaining a workplace free of discrimination and harassment. We recruit, hire, train and promote individuals in all positions without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era or other eligible veteran. At the Suburbs Alliance, we are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.