



michigan suburbs alliance

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| Position | Media Relations Intern |
| Employment Type | Part time, 10-15 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 brief statement of interest, a resume and two writing. Applications will be accepted until the position is filled. |
| Contact Website | Email application materials to Hayley Roberts at internships@suburbsalliance.org . www.michigansuburbsalliance.org |

By working with the Michigan Suburbs Alliance, the media relations intern will enhance the media presence of the Suburbs Alliance, as well as its programs and impacts. Over the course of the winter semester, this intern will contribute to the communications team by drafting and editing press materials, conducting press outreach, and helping to develop the Suburbs Alliance approach to digital media relations. Ultimately, the intern will help the Suburbs Alliance achieve its mission of elevating the public dialogue about our region.

The Suburbs Alliance provides a fun and flexible work environment and offers professional experience in the world of nonprofits and local governments. The media relations intern will learn about a variety of issues in metro Detroit, will have the opportunity to apply their skills in every stage of the media relations process, and will spearhead an effort to learn more about web-based media relations for nonprofits.

Responsibilities

Under the direct supervision of Hayley Roberts, communications director, the media relation intern's primary responsibility is to enhance the media presence of the Suburbs Alliance. Among other duties, the intern will:

- Create press kits for the Suburbs Alliance and signature programs;
- Draft and edit supportive materials including press releases, pitch letters and media lists;
- Monitor coverage and archive clips; and
- Collaborate on report summarizing best practices in digital PR and providing recommendations for Suburbs Alliance practices.

Applicant Qualifications

- Superior writing skills with the ability to produce error-free copy on a deadline;
- Working knowledge of basic PR pieces such as press kits and releases;
- Creative and thorough research skills;
- Ability to learn about a variety of issue areas;
- Passion for metro Detroit and an interest in improving the region;
- Organized and adept at time management;
- Able to stay on task and work with a team in a mobile office environment;

- At least one year of post-secondary education;
- Experience working in digital media; and
- Available to work January -- May 2011.

Application Procedure

Interested individuals should send **a brief statement of interest, a 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 our organizational mission, and explain why you are the best fit for this position. Resumes should show relevant coursework or experience. Writing samples should be about a page, and while they do not have to be press materials, they should showcase writing skills relevant to this internship. ***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.

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.