



ALLEN

NEIGHBORHOOD CENTER

Communication Summer Internship May - August 2018

Allen Neighborhood Center (ANC) is a place-based non-profit organization that serves as a hub for neighborhood revitalization and for activities that promote the health and well-being of Lansing's Eastside community and other stakeholders.

For seventeen years, ANC has pioneered, and continues to offer, programs in health education and outreach, housing improvement, food security and nutrition education, youth development, commercial corridor revitalization, and social capital building.

Responsibilities

- Assist in writing and publishing our weekly eNewsletter, *Active Neighboring News*.
- Design flyers, brochures, graphics, and other marketing material for events and programs.
- Update ANC's website when needed.
- Help with development of social media (Facebook, Instagram, Twitter, etc.) and website content.
- Reach out to the community organizations, general public, and donors with the message about ANC's mission.
- Collaborating with staff on new ideas, directions, and venues for marketing and communications.
- Assist in preparing acknowledgement letters and other correspondence.

Qualifications

- Commitment to serve 6-10 hours per week.
- Must have own computer and design software/access to online design programs.
- Experience in a relevant field (e.g., English, Marketing/Communications, or Public Relations, Hospitality, Nonprofit Management, etc).
- Excellent computer skills - experience Word Press a plus.
- An effective communicator, both written and oral.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.

How to Apply

Submit a cover letter and resume to Volunteer Coordinator: volunteer@allenneighborhoodcenter.org, 517-999-3919.

More information about the Allen Neighborhood Center can be found on our

Website: www.allenneighborhoodcenter.org

Facebook page: www.facebook.com/AllenNeighborhoodCenter