



## Communications Internship Description

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Communications Intern to assist the Communications team during the fall. Interns will gain experience with multi-channel communications as part of the full-scale public relations campaign surrounding a local, national, and internationally renowned event. Option to extend position into Spring 2019 semester is available.

### Organization Description

The National Cherry Blossom Festival, Inc. is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Internship Description

Assignments can include but are not limited to:

- Assisting with execution of the Festival's press conference
- Staffing media registration areas at Festival events
- Drafting website content
- Drafting social media content
- Creating and maintaining media lists
- Drafting press releases and media alerts
- Assisting with media monitoring
- Maintaining photo database
- Creating PowerPoint presentations for events as needed

### Time Requirements

- 18-24 hours per week for a minimum of 10 weeks.
- Flexible to work some night and weekend hours if time allows.
- September through mid-December

### Benefits

Gain experience in all aspects of public communications, social media, and media relations. National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. A transportation stipend is available if needed.

### Qualifications

The successful candidate will have excellent written and verbal communication skills (knowledge of AP Style preferred) and attention to detail, and be able to work independently and complete projects in a timely fashion. Adobe Creative Suite and media monitoring software knowledge preferred but not required.

### Application Instructions

Please send a cover letter and resume to Krystle Fleetwood, Communications Manager, at [kfleetwood@ncbfdc.org](mailto:kfleetwood@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.