

COMMUNICATIONS AND BUSINESS DEVELOPMENT INTERN DESCRIPTION

Position: Communications and Business Development intern
Status: Temporary/ Intern
Posting Date: February 5, 2018
Deadline: Until Filled
Location: Springdale, OH
Dates: May -July 2018
Compensation: \$200-250/ week stipend
Schedule: 20-30 hours per week; Flexible, yet planned hours between 9 am – 6 pm

Company:

C H Smith & Associates, LLC, (www.chsmithassociates.com) is looking for *a communications and business development intern* to join its team. C H Smith & Associates helps its clients make good things happen. With care, commitment and expertise, C H Smith & Associates provides meaningful strategy, practical plans, meticulous project execution, and useful data analysis for organizations and systems to better serve their communities and make a difference in people's lives.

The C H Smith & Associates team includes specialists and consultants in project management, process facilitation, qualitative and quantitative research, public policy, stakeholder engagement, organizational development, workforce development and more.

We look for members to join our team who share our Core Values:

C H Smith & Associates, LLC is

- **Resourceful:** We find creative solutions. We look at addressing the core of the challenge.
- **Strategic:** We are thoughtful about the strategic impact of our work in the short and long term. We understand the multiple facets of initiatives and projects and collaborate with the client to anticipate the best way to move forward.
- **Practical:** We provide deliverables that are practical and useful. From evaluation reports to strategic plans, our clients are clear about what to do next to achieve their objectives.
- **Meticulous:** We strive for precision, clarity, and thoroughness. When we fall short, we learn and continue to grow.
- **Philia Love:** We treat our work, clients, colleagues, and other stakeholders with the care and intention to see what is best for them. We have an affection and intense respect for the work we do. People love doing business with us.

C H Smith & Associates, LLC is an Equal Opportunity employer.

In the Internship, You Will Be Exposed to:

- Real world opportunities to create communications content to advance the objectives of the business while advancing work that supports positive impacts on society.
- Operations of a small, entrepreneurial firm.
- Working closely with a team of professionals throughout the company.

Responsibilities:

- Identify and draft content for the company's social media channels.
- Draft communications on behalf of the company president and other staff members.
- Review content and materials for company presentations.
- Proofread reports and external documents produced by the company.
- Assist with finding requests for proposals for future business.
- Aid the development and submission of proposals to obtain additional projects.

Qualifications:

- Volunteer, extra-curricular, or employment experience with writing.
- Rising college junior, rising college senior, associate degree or higher preferred, preferably with a major in communications, English, non-profit management, public policy, education, social science, or related field.
- Have effective interpersonal communications skills including verbal, non-verbal, and written.
- Have a natural sense of curiosity and passion for learning.
- Interest in working "behind the scenes" to help education, economic development and social service organizations. This opportunity will not typically work directly with children or individuals.

Please send resume with cover letter and a 2-5-page writing sample to chs@chsmithassociates.com. Candidates may also send links to web or social media content that he or she produced for professional or volunteer organization.