



**BIG BEND CARES**

2201 South Monroe Street  
Tallahassee, Florida 32301  
850.656.AIDS tel  
850.942.6402 fax

[www.bigbendcares.org](http://www.bigbendcares.org)



**AIDS doesn't care who you are. We do.**

**INTERNSHIP JOB DESCRIPTION FORM**

<b>POSITION TITLE</b>
PUBLIC RELATIONS INTERN

<b>DEPARTMENT/AGENCY</b>	<b>DEPARTMENT/AGENCY CONTACT</b>
Volunteer/Special Events/Big Bend Cares	Melissa Walton

<b>DEPARTMENT/AGENCY ADDRESS</b>	<b>TELEPHONE AND FAX NUMBERS</b>
2201 South Monroe, Tallahassee, FL 32301	850-656-2437 x225 Fax 850-942-6402

<b>DEPARTMENT/AGENCY CONTACT E-MAIL</b>
<a href="mailto:mwalton@bigbendcares.org">mwalton@bigbendcares.org</a>

<b>MAJOR OBJECTIVES</b>
To learn and help promote media and community relations in a not for profit setting.

<b>MAJOR RESPONSIBILITIES</b>
To assist with media relations and special events; draft news releases and media advisories to promote Big Bend Cares activities; prepare news stories for publication in internal and/or external publications; aid in carrying out the day-to-day operations of Big Bend Cares. Identify one semester long special project.

<b>QUALIFICATIONS</b>
Public Relations, Journalism, or Community majors or anyone interested in learning more about event planning and marketing.

<b>TIME AND PLACE</b>
We are open 8:30 – 5:30 M-Thur and until 4:30 on Fridays

<b>COMMITMENT</b>
One academic semester. There is not a minimum of hours for this position.

<b>BENEFITS TO THE VOLUNTEER</b>
Event Planning and Marketing and Public Relations Skills.