



Communications/Public Relations Intern

Academy of Whole Learning (AOWL) is a private non-profit K-12 school. We provide personalized learning paths integrating academic, social and life skills for qualifying students with an autism spectrum disorder or related learning differences.

We are looking for a media savvy, creative individual to be our **Communications/Public Relations Intern**. This individual will be responsible for assisting the Director of Advancement in a variety of work, including:

- Helping maintain a constant presence on Facebook, Twitter, LinkedIn, Pinterest, and other social media sites to tell the "AOWL Story"
- Updating content and design of the AOWL website
- Organizing physical and digital archives of photographs, design pieces, and other materials
- Writing, editing and proofreading; media support; assisting with website updates; and photo and video archiving.
- Providing collaboration and occasional support for the events and fundraising departments.
- Researching potential funding opportunities for Academy of Whole Learning, drafting letters of inquiry, assisting with special mailings and invitations to Academy of Whole Learning donors, and offering other general office support.

This is a learning and portfolio-building opportunity for a bright and energetic individual looking to pursue a career in the marketing or fundraising field. Upon completion of the program, the intern will have on-the-job skills in:

- Managing multiple deadlines
- Quickly producing creative content
- Seeing the marketing process through--from designing the intake form to the thank you email following the gift made

Internship Schedule: Internship Schedule: 25-40 hours per week, Monday–Friday with some evenings and weekends.

We are looking for a minimum time commitment of 3 months, with the possibility of more time. The work schedule can be flexible and will be discussed during the interview process.

To be qualified for this position, you must be:

- Actively pursuing or have earned a degree in Marketing, Communications, Graphic Design, Advertising or related field
- Proficient in Microsoft Office and all major social media platforms
- Strong writer
- Experienced with writing, photo selection/editing, and other skills related to production of marketing materials and willing to provide samples of past work
- Detail-oriented and flexible; able to work in fast-paced environment

Preferred skills

- Some knowledge of website editing and content management, specifically WordPress.

The successful candidate for this internship will also have a desire to learn about the non-profit/education sector and will be interested in working for an organization dedicated to changing the lives of students with an Autism Spectrum Disorder or Intellectual Disability.

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Academy of Whole Learning

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"The Exceptional School for Exceptional Learners"

Phone (952) 737-6900
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If you believe you are ready for this rewarding challenge, please send your resume, along with a letter describing your interest in the position, and why you believe that you are the perfect person for this internship to Karla Przybylski, at karla.przybylski@academyofwholelearning.org.

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