



## Virtual Blogging & Writing Internship

StandUp for Kids - Orange County was launched in 2003 with a single focus: to end the cycle of youth homelessness in our community. We work to provide basic needs, housing, mentoring support, care, and love to at-risk and homeless youth ages 12-24.

Website: [www.standupforkids.org/orangecounty](http://www.standupforkids.org/orangecounty)

Number of positions open: 3

This position reports to the **Marketing Coordinator**

- This is an unpaid internship.

### Essential Functions:

The Blogging & Writing intern is someone who loves to write! We are looking for someone(s) who is/are a social leader, creative, imaginative, highly organized, can multi-task, takes strong initiative, is self-motivated, and most importantly dependable.

Responsibilities would include;

- Research topics and develop interesting posts that will appeal to our target audience and promote the blog using social media, direct email, and other methods to alert and expand our readership.
- Writing, editing and posting blog and website content
- Research and interact with major social networking sites as well as blogs, forums, and message boards.
- Conducting Interviews & Writing content for Newsletter

### Educational Requirements

Applicants must currently enrolled in an accredited college/university majoring in **Public Relations, Communications, Marketing, Creative Writing or a similar field**; or be a recent graduate who completed their degree in one of the above-mentioned fields.

### Qualifications & Requirements

- Intern must be 18+ years of age.
- Submit an application, 3 forms of reference, and a copy of a photo ID.
- Pass a criminal background check and submit the \$18 fee.



- Completion of all required orientation and training.
- You're comfortable developing, executing, measuring and reporting on content strategies .
- Have an understanding of how to meet the needs of diverse audiences through relevant and strategic content
- Proficient in grammar and punctuation
- Excellent writing, editing and proof reading skills
- Prior Writing, Blog, and PR experience a plus, but not required
- Must have a computer and high-speed internet access
- Must maintain regular attendance
- Must properly handle and maintain confidential information
- Submit hours once a month.
- Complete evaluation surveys as requested by staff.
- Successfully complete an interview for a position with staff member.
- Ability to research information and prepare collateral and other correspondence
- Minimum 8-10 hours per week for 3 - 6 months. Hours can be scheduled in 3- to 8-hour blocks of time during regular business hours (Monday through Friday between 8 a.m. and 5 p.m.). Applicants able to schedule the maximum hours/duration listed for this internship typically gain a more in-depth experience.

### **Benefit to Interns**

Although this is an unpaid internship that does not lead to paid employment or include employee benefits, students or recent graduates are offered an excellent opportunity to:

- Build resumes and explore career options
- Apply academic skills and knowledge to the workplace
- Fulfill college/university internship requirements
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
- Intern with one of the premier employers in the region



### To apply

1. Email [justines@standupforkids.org](mailto:justines@standupforkids.org) with your resume.
2. Complete the following form  
<https://forms.office.com/Pages/ResponsePage.aspx?id=MlwY009QLkKUT8liEKhaAYjbXlvTy0RPgNdnyBwAFk5UMThPQ1BCRFdaT0NBMUM2RUdIQlo1NFZHVi4u>
3. Complete necessary paperwork
4. Successfully pass background check and submit \$18 fee for processing
5. Attend Orientation and Training