



Special Events & Communications Internship

Join the Breathe California team as we fight lung disease, advocate for clean air, and advance public health. As part of the agency's efforts to promote community health, we are currently looking for a **Special Events & Communications Intern** to assist in executing the agency's annual events and building awareness of Breathe California's mission and events.

Duties & Responsibilities:

- Conduct targeted outreach for our special events, including the VIP Party and the Clear The Air Film Fest (www.cleartheairfilmfest.org).
- Assist the Communications Team in the creation of media materials, including press releases, media advisories, public service announcements, and key messages related to our special events.
- Clear The Air Film Festival
 - Assist in outreach to local school districts, middle and high schools, private schools and colleges through phone calls, emails, follow up
 - Connect with film organizations in the bay area to participate & help promote event
 - Confirm festival judges and review film entries
- Research in-kind sponsorship opportunities for events
- Research and develop external avenues to promote and publicize events/programs.
- Assist in the development of potential partnerships with other agencies and organizations.

Qualifications:

- Interest in the public relations, communications and/or journalism fields.
- Responsible and dedicated with a desire to serve the community.
- Excellent verbal and written communication skills.
- Outgoing and flexible with a willingness to work under deadlines.
- Must be a non-smoker.
- Must be enrolled as an undergraduate or graduate student.
- Must be able to lift heavy objects up to 30 lbs.
- Creative thinker.
- Experience with Microsoft Office, especially Word and Excel
- Multimedia background a plus.

Benefits:

- Gain real-world knowledge of the non-profit and health services sector.
- A hands-on learning experience in public relations and communications.
- Being part of a grassroots effort to make a difference in the community.

Hours: 10 – 20 hours weekly.

This is a volunteer internship position. A small travel stipend will be provided and it may be utilized for school credit where eligible.

Contact: Please send resume, cover letter, and short writing sample (no more than 5 pages) to Tanya Stevenson at tanyas@ggbreathe.org. No phone calls please.