



## The Federation of State Humanities Councils

### *Communications Intern*

- **Dates:** September – December 2016
- Up to 10 hours a week (at least one day in the office)
- Modest stipend plus transportation

Interested in helping promote the Pulitzer Prizes Centennial anniversary? Want to work in an environment that encourages growth, creativity, and strategic thinking? Join the Federation of State Humanities Council (FSHC) team to help promote and communicate the incredible Pulitzer Campfires programs nationwide conducted by the state humanities councils.

Primary responsibility will be to assist the communications manager with activities surrounding the Pulitzer 100 Campfires Initiative including but not limited to:

- Drafting social media posts for Twitter, Facebook, and Instagram
- Writing monthly blog posts for the FSHC “News & Updates” website
- Monitoring for coverage, quotes, and images in online and social media
- Tracking council Campfires events across the country
- Drafting council program summaries and securing appropriate images
- Maintaining a coverage and events database

#### **Qualifications:**

- Strong writing and editing skills
- Outstanding attention to detail
- Familiarity with Microsoft Word and Outlook
- Demonstrated ability to communicate effectively on social media
- Strong organization and time management skills
- Ability to work independently and provide appropriate updates to management
- Knowledge of WordPress, Adobe, or InDesign a plus

Learn more about the Federation of State Humanities Councils at [www.statehumanities.org](http://www.statehumanities.org) and about the Pulitzer Prizes Centennial Campfires initiative at <http://www.statehumanities.org/about-us/our-partners/the-pulitzer-prizes-campfires-initiative-and-partnership/> or at [www.pulitzer.org](http://www.pulitzer.org).

To apply, send your resume, two references, and an email explaining your interest in the position to Natalie Pak, Communications Manager at [npak@statehumanities.org](mailto:npak@statehumanities.org).

**ACCEPTING APPLICATIONS THROUGH *TUESDAY, SEPTEMBER 6, 2016***

#### **Federation of State Humanities Councils**

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