



The Bridge of Lubbock

1301 Redbud Ave. • P.O. Box 667 • Lubbock, TX 79408 • 806.687.0772 • Fax 806.993.8383

Publicity Intern – The Bridge of Lubbock

Unpaid Internship

Publicity Intern needed for faith based non-profit organization.

Responsibilities:

- Maintain and update website
- Generate monthly newsletter
- Write donor appeal letters
- Coordinate Appearances to inform public and media about activities at The Bridge
- Accurately and effectively, represent the organization.
- Act in the best interest of The Bridge.
- Maintain a positive and professional work environment.
- Able to collaborate and implement fundraising ideas.

Qualifications:

- Independent self-starter with effective problem solving skills and the ability to analyze and integrate information from relevant sources and make appropriate decisions.
- Excellent verbal, written and interpersonal communications skills and the demonstrated ability to work with diverse individuals and groups.
- Ability to remain composed under stress and take responsibility for delivering on personal and organizational goals and commitments.
- Proficiency with Microsoft Office software required.
- Able to multi-task and keep organized.

Preferred Qualifications:

- Website Experience
- Graphics

Time Commitment: 15-20 hours per week

Applications may be emailed to admin@bridgeoflubbock.org indicating Publicity Intern as Subject.