



GEORGE AND FRANCES BALL FOUNDATION
222 S. MULBERRY, MUNCIE, INDIANA 47305 (765) 741-5500

Job Description – Internship Opportunity

About the George and Frances Ball Foundation:

The George and Frances Ball Foundation has partnered with Muncie and Delaware County's nonprofit organizations since 1937. Carrying forward the legacy of George and Frances Ball, the Foundation is focused on increasing the quality of life and the educational attainment of residents in East Central Indiana. As advocates, conveners, and grantmakers, we value our partnerships with area organizations whose good work moves the needle forward in those key strategic areas.

About the Role

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| Job Title: | Communications Intern |
| Job Overview: | In person. Reports to Program Impact Officer. |
| Pay Range: | \$14-\$16/hour; up to 20 hours per week |
| Primary duties and responsibilities: | <ul style="list-style-type: none">• Implementation of the Foundation's social media strategy and plan• Assist in preparing traditional media including press releases, e-newsletters, etc. Emphasis on writing copy.• Preparing communications analytics and support in monitoring impact/reporting on measurable outcomes related to communications• Creation of graphics and collateral materials• Support for other internal activities as deemed appropriate• Assist in the day-to-day maintenance of the website and other communication channels |
| Qualifications: | <ul style="list-style-type: none">• Rising senior at Ball State University in the Communication Studies or Journalism and Strategic Communications programs.• Interest and experience in Public Relations or Organizational and Professional Communication preferred.• Candidate should be detail-oriented, creative, and a self-starter.• Candidate must be a strong writer. |
| Contact us to apply: | Kelsey Harrington, Program Impact Officer George and Frances Ball Foundation 765-741-5500 kharrington@gballfdn.org |