

Intern Job Description



COMPANY PROFILE: K. Brooks Consulting offers organizations, individuals, and companies a wide variety of service that provide organizational leaders the resources necessary to succeed in a complex and competitive environment. We help organizations fulfill their missions, survive crises, and serve their clients. We provide a wide variety of services designed to fit every organizations

need/budget. Services include: Fund Development, Grant Writing, Graphic Design, Event Planning, Marketing & Branding, Social Networking.

PRIMARY DUTIES AND RESPONSIBILITIES: K. Brooks Consulting, LLC internship will be focused on general administration, learning new skills centered on our company portfolio of services and promoting the agency, with additional responsibilities in these areas:

CLIENT SERVICE

- Works within confines of approved written plans of activities
- Maintains good will with contacts and builds productive agency/client relationships
- Participates in internal and external meetings
- Reads and studies publications and information relating to communication practice

ACCOUNT COORDINATION

- Adapts to changes in plans as necessary to produce results
- Keeps supervisor and other relevant team members updated on current status of assigned projects
- Ensures all work is complete
- Establishes strong personal rapport with clients and vendors

ADMINISTRATIVE

- Filing
- Photocopying
- Faxing
- Creating documents, forms and other materials as needed

OTHER RESPONSIBILITIES

- Supports and follows K. Brooks Consulting management systems; reads, knows and follows procedures
- Provides ideas and suggestions to management regarding the development and growth of K. Brooks Consulting
- Takes initiative
- Maintains positive employer/employee relationship
- Meets or exceeds internship goals and objectives

REQUIRED WORKPLACE SKILLS: Excellent oral and written communication skills, excellent computer skills with an emphasis on Microsoft Office, familiarity with social media, high comfort level using the telephone and interacting with people. **Experience in using Adobe Photoshop, Illustrator and InDesign a plus.**

TENTATIVE WORK SCHEDULE: flexible but prefer 4-hour increments; our office hours are 9am-5pm M-TH.

A little about our intern program:

Our office is located in Downtown Dayton, Ohio. We have high standards for our work but function in a very relaxed environment that is fast-paced and at times chaotic. Our office hours are 10-5 M-Th.

* internships at K. Brooks Consulting are unpaid, but stipends are available

* K. Brooks Consulting encourages professional networking and will cover the cost of business lunches and other professional development opportunities you may participate in (when meeting with clients or when attending a professional meeting) when approved in advance

* interns work 16 – 20 hours weekly (typically 4 half-days or 2 full-days and one half day)

* interns develop learning objectives to help define their experience at K. Brooks Consulting

This fall we anticipate an emphasis on the following: agency PR, new business planning, research on local non-profit organizations to support formation of strategic communication plans, event planning and execution, writing and reporting (grant writing), graphic design, website and social networking site updates.

If you're interested in this terrific opportunity, please send your resume to Kesha Brooks at info@kbrooksconsulting.com or call (937) 369-6079. To learn more about K. Brooks Consulting visit us on the web at <http://www.kbrooksconsulting.com>.