



The Ability Center

COMMUNICATIONS INTERN

Part-Time Paid Internship, 15-20 hours per week

November 2, 2020 -March 30, 2021

(No work hours required during holiday break December 14, 2020 – January 15, 2021)

The Ability Center of Greater Toledo is a non-profit Center for Independent Living serving seven counties in NW Ohio. With the assistance of competent, professional staff, and the support of volunteers, The Ability Center works for the rights and concerns of people living with disabilities on local, state, regional, and national levels. The Ability Center is an equal opportunity employer that strongly encourages people with disabilities to apply for all open positions.

Position Summary:

The Ability Center's Communications Intern will provide support to the Marketing Department and assist with all functions pertaining to marketing, public relations, and communications for the agency at our Sylvania location. This individual will use creativity and communications knowledge to support the growth and development of The Ability Center's brand. At the end of the internship, documentation of strategic recommendations will be asked.

Summary of Duties and Responsibilities:

- Manage success story submission process via website.
- Research, write, and edit consumer success stories, community partnership, spotlights, and blogs
- Create and post content on social media platforms
- Assist with development and implementation of email communications schedule
- Assistant with tracking marketing and outreach activities and follow up with contacts as needed
- Website management, and website copy edits as needed
- May photograph special events as needed
- Expand library of program success stories
- General administrative duties such as filing, scanning, communication to program staff, etc.

Experience, Education, and Licensure:

Candidate must have experience with writing and various forms of communication. Must be currently pursuing a degree in Marketing, Communication, or Disability Studies. Passion for working with people with disabilities is strongly encouraged. Candidate must have effective and timely follow up and follow through on assigned tasks. May be asked to attend meetings, events, and complete tasks off site or in the community.

Knowledge, Skills, and Abilities:

Must demonstrate excellent written and verbal communications skills with the ability to follow detailed directions. Proficiency in Microsoft office programs and Outlook is required. Ability to communicate in a professional manner with press and community contacts is a qualification of the internship.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resumes with cover letter to: hr@abilitycenter.org or fax to 419-885-5005