

# **Mt. Pleasant Area**

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## **community foundation**<sup>SM</sup>

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### **Mt. Pleasant Area Community Foundation Internship Program**

Title:	<b>PR/Video Production Intern</b>
Location:	306 S. University in Mt. Pleasant, MI
Start date of the Internship:	Early January 2023 or May 2023
Duration of internship:	Spring 2022 or Summer 2022, multi-semester commitment also possible
Time Commitment:	5-10 hours per week (Spring only) or 15-20 hours per week (Summer only)
Category:	Unpaid (\$1,000 stipend possible for those completing 300 hours or more for credit)
Supervisor:	Jaimie Capen-Cascaddan, Program Officer
Contact Information:	989.773.7322 or <a href="mailto:jcapen@mpacf.org">jcapen@mpacf.org</a>

The Mt. Pleasant Area Community Foundation seeks enthusiastic and reliable interns to support **PR video projects**.

#### **Specific responsibilities:**

- Event planning/promotion
- Planning, producing, and editing videos for use on social media and during events
  - Spring 2023: Give Local Isabella Video Project, Sponsor and Scholarship Video Projects
  - Summer 2023: Summer Celebration Video Project, Annual Breakfast Video Project
- Graphic design for social media posts; virtual and print invitations, flyers, program booklets, signage
- Reviewing grant applications and final reports to generate compelling and succinct grant spotlights for MPACF website and *Community Matters* E-Newsletter.
- Other duties as opportunities arise

#### **Requirements:**

- Ability to work independently and meet deadlines
- Experience with video production and editing (Adobe Premiere Pro)
- Good storytelling and writing skills
- Good computer skills and ability to navigate a shared network drive
- Positive attitude and initiative
- Majoring in broadcast, communication, integrative public relations, journalism, leadership, marketing, or media
- Experience with Adobe InDesign and Photoshop desirable

Candidates should submit a cover letter and resume to Jaimie Capen-Cascaddan, at [jcapen@mpacf.org](mailto:jcapen@mpacf.org). **Please specify desired start date, time commitment (hours per week), and need for credit/no credit.**

#### **Additional information about the Foundation:**

The Mt. Pleasant Area Community Foundation (MPACF) is a tax-exempt public charity that enables people and businesses the opportunity to establish their own charitable fund or contribute to an existing fund. Contributions to these funds are permanently endowed, which means these gifts will never be spent. The assets of all funds are commingled for investment purposes and managed professionally. Each year the earnings from investments are used to award grants that will benefit charitable programs and organizations that address the needs of Isabella County residents.

Our mission is to enhance the quality of life for all citizens of Isabella County, now and for generations to come, by attracting and holding permanent endowed funds from a wide range of donors, addressing needs through grant making and providing leadership on key community issues. For additional information, please visit our website at [www.mpacf.org](http://www.mpacf.org) or find us on Facebook, Instagram, LinkedIn and YouTube.

**For good. For ever.<sup>SM</sup>**