



T E X A S
Alliance for Life
Changing Hearts, Saving Lives

COMMUNICATIONS INTERNSHIP

Internship Description

Posted March 23, 2010

Texas Alliance for Life (TAL) is a statewide, nonpartisan, nonprofit organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicant must passionately share these views.

Job Title: Assistant to the Director of Communications
Hours: 10–20 hours per week
Flexible hours
Availability: Ongoing, all year
Salary: Volunteer
Course Credit: Yes
Location: 2026 Guadalupe St., Austin, TX 78705
Contact: Please email resume to Marie Dahlmann
at marie@texasallianceforlife.org
or mail to: Texas Alliance for Life, 2026 Guadalupe St., Austin, TX 78705

Essential Job Functions:

- ◆ Assist with media relations
- ◆ File news clips
- ◆ Update media outlets / contacts database
- ◆ Assist with website maintenance
- ◆ Assist with organization's social media strategy, including but not limited to monitoring blogs and managing advertising on social media networks
- ◆ Assist with production of Life Matters quarterly newsletter
- ◆ Assist with production of brochures, flyers, invitations, mailers for organization
- ◆ Assist with event coordination and implementation

Skills (Proficiency / Ability to Learn):

- ◆ Strong language skills (write/edit/proof) copy for newsletters, op-eds, news releases, and fundraising appeals
- ◆ Excellent people skills
- ◆ Ability to exercise prudential judgment in releasing information in fast-paced social media realm
- ◆ Active engagement in various social media networks, esp. to promote issues and events
- ◆ Experience using MS Office (Word, Excel, and PowerPoint) and Dreamweaver
- ◆ Basic knowledge of HTML coding
- ◆ Graphic design skills a plus (Adobe CS2)
- ◆ Spanish language is a plus