**JOB DESCRIPTION**

**Contact Information:**

**Organization Name:** Kentucky Fairness Alliance  

**Department/Division:** Communication  

**Contact:**  
Misty York  
Communication Director  
1241 Chestnut St. #A  
Bowling Green, KY 42101  

**Phone Number:** 859-489-6997  
**Email Address:** info@kentuckyfairness.org  
**Web Address:** kentuckyfairness.org  

**Vacancy Information:**  

**Job Title:** Communication Intern  

**Type of Employment/Opportunity:** Co-op Internship  

**Type of Position:** Communications  

**Job Position Place:** Kentucky  

**Job Description:**  
Acquire real-world experience while building professional portfolio. Put communication theory into practice in a nonprofit setting. Meet leaders in the fields of civil rights and social justice. Work with the communication director on developing and implementing messages for the Kentucky Fairness Alliance, a not-for-profit corporation that seeks to advance equality for lesbian, gay, bisexual, and transgender people through leadership development, public education, and by encouraging participation in the democratic process. Schedule is flexible, 6-20 hours per week, depending on the number of credit hours sought. In-person collaboration will happen on campus or within walking distance of WKU.

**Experience/Skills Required:**  
Major in communication or related field. Past coursework in communication theory preferred. Strong writing ability. Ideal candidate will have excellent computer skills, including experience with high-end desktop publishing, image editing, and web design software. Frequent access to high-speed Internet is a must. Most important of all is an interest in not-for-profit work and a willingness to learn.
Summary of Responsibilities:
Participate in the creation and distribution of Kentucky Fairness Alliance messages in multiple communication media (e.g. press releases, electronic and print newsletters, mass e-mails, online advocacy campaigns, web content, etc). This is NOT an office assistant-type position, although some data entry will be expected. Specific task assignments will depend on the student’s skills and interests as well as the organization's needs.

Salary Range:

Application Process/Other Instructions for Applicants:
Submit a cover letter and resume to Communication Director Misty York. E-mail (preferred): info@kentuckyfairness.org Local address: 1241 Chestnut St. #A, Bowling Green, KY 42101

Application Deadline: 08/28/2006