



Public Relations/Communications

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: OHL Internship

Type: Internship

OrganizationDescription :

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in planning, writing, and managing e-blasts and e-newsletters.
- Update organization website using WordPress with current events, relevant news, etc.
- Update all bulletin boards around building on an ongoing basis
- Update and maintain OHL's social media presence, including daily monitoring, posting, scheduling and reporting Facebook, Instagram, and Twitter updates
- Provide input for creative marketing strategies and social media campaigns
- Manage editorial and event calendars
- Create online advertisements and content as needed
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Update all organization sites with information reports that come from other departments within OHL like GuideStar and LinkedIn etc....
- Create and curate engaging content
- Communicate and build relationships with current or prospective clients
- Effectively utilize the company's social media and blogs
- Create and distribute press releases
- Assist in administrative duties
- Build and update media lists and databases
- Schedule, coordinate and attend various events
- Assist with developing, writing and distributing approved press releases
- Assist with media relations, including pitching, researching and scheduling interviews if needed
- Assist with organization of executive photos, photo opportunities, and events
- Assist with building and maintaining relationships with both local and national media
- Assist with building and maintaining press kits
- Assist with posting logos and organizational summaries to industry services related websites and publications



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- Assist with following-up with members of the media to track and ensure client placement
- Assist with proofing written materials for style, grammar, etc.
- Assist with planning and executing special events, if needed

QUALIFICATIONS AND SKILLS

Education & Experience:

- At least one year experience in public relations or related field
- At least one year of experience in communications
- Obtained or be working towards a bachelors degree in public relations, communication or related field

Knowledge, Skills, & Abilities:

- Skilled in Adobe Creative Cloud Suite is a plus
- Skilled in Canva is a plus
- Bilingual (Spanish/English) is a plus
- Must live in the San Diego area

VALUE-BASED BEHAVIORS:

- Able to work well in a team environment
- Ability to work with diverse groups of people

HEALTH STATUS:

- If working on site: must provide proof of a Negative COVID-19 test

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

- Must be able to sit for long periods of time working on a computer

Mental Demands:

- N/A



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BACKGROUND CLEARANCE:

- N/A

TRANSPORTATION:

- Reliable transportation from and to work if working on site

Pay

- Unpaid
- College credit may be arranged
- Work experience at an established non-profit organization

Time Commitment:

- 15 hours minimum required per week
- A minimum of 6 months commitment required

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical