

Metropolitan Drug Commission  
Public Relations/Communication Internship, Fall 2010

**Applications must be received by: July 31, 2010**

*Interviews will begin in early to mid August*

The Metropolitan Drug Commission (MDC) seeks a *paid* intern for the Fall 2010 semester.

**Qualifications:**

Students pursuing a degree in Communication (Journalism and Electronic Media and Public Relations majors), Political Science (with a concentration in Public Administration) or Social Work preferred. Other majors with relevant interests and background will be considered.

**Responsibilities:**

Public Relations and Communication responsibilities include, but are not limited to:

- Assisting with quarterly "Alert" print newsletter and eNewsletter
- Writing and distributing press releases to local media
- Drafting articles for bimonthly "AAA Going Places" magazine
- Maintaining media scrapbook, mailing and contact databases, as well as office inventories and library of resources
- Coordinating special events (food, invitations, location, etc.) and media promotions
- Uploading new content to organization website and engaging in social media marketing
- Assisting Project Director with the implementation of state grant objectives
- Providing support where necessary for programs (creating reports, providing research, preparing mailings, etc.)
- Making referrals to treatment facilities and answering the phone when necessary
- Completing administrative duties as assigned by supervisor(s)

**Position Requirements:**

Paid intern (\$8/hour), 10-20 hours per week preferred (dependent upon applicant). Resume and cover letter required. Writing and other work samples preferred.

**Skills/Abilities:**

Microsoft Office Suite proficiency. Excellent written, verbal and interpersonal communication skills. Ability to work on deadlines and multi-task a must. Experience with Photoshop or InDesign preferred, but not required. Interest in health and drug prevention a plus.

**Submit resume to:**

Heather Sutton  
Media Relations & Project Director  
4930 Lyons View Pike  
Knoxville, TN 37919  
(865) 588-5550 x 105 (office)  
hsutton@metrodrug.org

**About:**

The Metropolitan Drug Commission (MDC) is a private, non-profit organization that serves as the drug abuse prevention, professional training and public awareness arm of Knoxville and Knox County. The mission of the Metropolitan Drug Commission is to mobilize all segments of our community to eliminate the youth use and adult abuse of alcohol and other drugs.

For more information about the Metropolitan Drug Commission, visit [www.metrodrug.org](http://www.metrodrug.org) or follow us on Facebook at [www.facebook.com/MetroDrug](http://www.facebook.com/MetroDrug).