

# **Distinguished Young Women**

Summer 2019

## **Description**

Distinguished Young Women National Headquarters has several internship openings for the Summer 2019 semester beginning in May. The Summer term is an exciting time as they prepare for and celebrate the 62nd National Finals, a two-week long event culminating in the selection of the Distinguished Young Woman of America for 2019. Interns will also be expected to help with organizing, setting up, attending events, chaperoning Distinguished Young Women participants to media appearances, and researching information requests. Additionally, as a non-profit organization, Distinguished Young Women uses interns in other areas of service as needed.

## **Responsibilities**

- Compiling media lists
- Monitoring and collecting media coverage
- Writing and distributing press releases
- Working to coordinate materials for the Distinguished Young Women National Finals
- Organizing, setting up, and attending events
- Chaperoning Distinguished Young Women participants to media appearances
- Researching information requests and providing assistance to media outlets and other parties
- Updating the Distinguished Young Women website
- Assisting with the organization's social media operations
- Collecting photo and video to be used on social media channels
- Answering phones and greeting guests as needed
- Creating and managing information databases

## **Requirements**

- Strong communication skills
- Demonstrates creativity
- Attention to detail
- Strong writing skills
- Solid understanding of social media

If interested, please contact Megan Sparks at [mspark@southalabama.edu](mailto:mspark@southalabama.edu)