



Community Justice & Mediation Center
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Marketing and Community Engagement Intern

About Community Justice and Mediation Center (CJAM)

- Envisioning a fair community that learns from conflict, prevents harm, and grows in understanding, CJAM aims to **promote civility and peace through mediation, education, and restorative justice**. As a local non-profit organization with over 40 community volunteer mediators, our work focuses on restoration, education, empathy, empowerment, and community-building. In 2018, our volunteer corps of mediators, interns and support volunteers provided over 3200 hours of conflict resolution education and mediation services to over 550 individuals. www.cjam@cjамcenter.org

About the Marketing and Community Engagement Internship

- This intern will work closely with the Executive Director to develop an annual marketing communications and community engagement plan; develop and update promotional materials, newsletters, and other communications to expand CJAM's mission and increase awareness, recruit volunteers, secure referrals and strengthen relationships with community partners/ stakeholders. This internship is an excellent opportunity to take *a lead role* in strengthening various aspects of our marketing and community outreach efforts. *The challenge*: raising the visibility of a local non-profit organization that has been quietly serving and improving our community in vital ways for over 24 years.

Responsibilities:

Reports to the Executive Director

- Design a social media strategy , including Facebook and Twitter
- Assist in planning, writing and managing monthly communications to donors, volunteers and community partner and stakeholders
- Draft, distribute and pitch news releases, media alerts and other stories
- Design flyers, graphics, e-vites and other marketing materials for both outreach and fund raising events; assist in updating CJAM's website
- Coordinate outreach and community engagement activities as needed
- Collaborate with Executive Director on new ideas, directions, and venues for marketing and communications
- Perform administrative tasks as assigned

Qualifications / Experience

- We are looking for a student who has a firm grasp of available tools and platforms in the

communications and social media space, and/or who is willing to learn; completed or working toward a college degree, preferably in a related field; has effective verbal and written communication skills; someone who is highly self-motivated and can work both collaboratively and independently; and, is interested in supporting the mission of CJAM.

Schedule

- Summer 2019 and/or Fall 2019
- Hours: Summer 2019 Internship - 10 hours/week Summer/Fall 2019 Internship: 4-5 hours/week. Our office hours are 10 am – 8 pm M-F.
- We are very flexible with regard to the student's schedule, with some work being completed remotely.