

FIRST Indiana Robotics
1701 E Edgewood Ave
P. O. Box 17493
Indianapolis, IN 46227



FIRST Indiana Robotics Communications Intern

Reports to: FIN President

Located: Indiana

Type of Position: Part-Time

Ideal Start Date: Jun 15, 2023

End Date: Based on start of school year in August/September

Organization Description:

FIRST Indiana Robotics, a growing 501 (c)(3) organization, is seeking a Communications Intern for our organization. This is a unique opportunity for a talented individual with strong organizational & communication skills who has a passion for nonprofit development.

FIRST (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform our culture, making science, math, engineering, and technology as cool for kids as sports are today. As the Indiana-based robotics community dedicated to preparing students for life, FIRST Indiana Robotics (FIN) believes that our future is built better together and improving the world starts with our youth. Our mission is to inspire young people in Indiana to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Through mentorship partnered with hands-on learning, problem-solving connected to community engagement, and core values applied in times of intense competition - FIRST is about more than a robot, it builds the people who will change the world.

Education

High School Diploma or Equivalent and some college is a plus.



Responsibilities

- Update and maintain FIRST Indiana's social media presence, including monitoring, posting, and reporting
- Assist in planning, writing and managing e-newsletters
- Collaborate with staff, board members, and other stakeholders to rework or create marketing materials to share member stories
- Provide input for creative marketing and PR strategies
- Assist in developing Summer / Fall Communications Calendar
- Review FIRST Indiana website and recommend improvements

Requirements

- Understanding of the basic principles of public relations & marketing
- Firm grasp of social media tools and platforms including Facebook, Instagram, Twitter, etc.
- Previous internship or related experience in marketing or communications a plus
- Knowledge of HTML, website content management and graphic design a plus
- Possess excellent written and oral communication and interpersonal skills
- Creative problem solving skills & attention to detail
- Strong organizational skills to juggle multiple tasks within the constraints of timelines.
- Genuine enthusiasm for creating compelling marketing materials to support FIRST programming
- Interest in STEM education concepts and a willingness to learn about the FIRST programs
 - Previous FIRST experience is a plus
- Ability to read, write, speak and understand English fluently

Compensation:

This is a part-time, hourly position with a flexible working location. FIRST Indiana Robotics will cover any transportation costs related to the position and support professional development through training programs and conferences.

Hours: 10 hours weekly minimum 20 hours weekly maximum
\$12-15 per hour

This position does not include medical insurance.

Please send your cover letter, resume (optional), and the FIRST Indiana Robotics application for employment form to:

FIRST Indiana Robotics
Careers@IndianaFIRST.org