

ALUMNI ASSOCIATION INTERNSHIP

(writing/editing/social media/event planning)

OVERVIEW

The University High School Alumni Association is seeking a UHS alumna/us/x between one and ten years out of college to work as a communications intern for 5+ hours per week. Work can be performed remotely but occasional visits to campus during school hours may be necessary. The position reports to the director of alumni engagement and giving. Compensation is \$20/hour. Commitment through May 30 is preferred, with the possibility of staying on longer. This is a perfect "side gig" for someone working part-time or going to school part-time.

QUALIFICATIONS

- A lively, engaging writing style.
- The ability to see writing as a "team sport," asking for and accepting editor's notes and requests for changes
- Sincere interest in learning about the field of communications appreciated; this is a terrific, hands-on opportunity for the right candidate.
- Experience with web and print communications (including student newspaper) preferred
- Strong work ethic and the ability to hit deadlines.
- University High School alumna/us/x

RESPONSIBILITIES

- Help plan, publicize, and execute alumni events.
- Help create, edit, and publish content for the school's various communications channels including website, social media presence, e-newsletters, school magazine, etc.
- Propose content for news releases and write the assigned stories.
- Reach out to alumni of all graduation years to learn about what they are doing and share their stories with our community.
- Additional TBD responsibilities may be assigned.

MARIANNA STARK '89

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