

Arizona Highways Photo Workshops Internship Program

Mission and Description:

Friends of Arizona Highways (known today as Arizona Highways Photo Workshops) is a non-profit organization that was originated to promote an appreciation for the cultural, historic and scenic wonders of Arizona through superior photographic education. Staffed by two full-time employees and a rotating corps of approximately 35 volunteers, we offer over 25 major photography workshops and more than 40 one, two and three day weekend workshops every year. Since our formal incorporation in 1985, we have given grants to various causes within Arizona Highways Magazine, contributed to other non-profit charities such as the Audubon Society, Young Survival Coalition, Arizona Trail Trek, and the Hike for the Homeless, and started a scholarship for Arizona public university students studying photography. This year marks our 30th Anniversary in which we will be hosting a symposium and reception to celebrate this milestone.

We are looking for an intern with strong writing, social media and design skills to join us in engaging our community of photography enthusiasts.

Responsibilities will Include:

- Assist the Executive Director in a variety of marketing projects and social media campaigns.
- Write, design, and review a variety of marketing collateral, including newsletters, blogs, and print and online advertisements.
- Assist in the planning and coordinating of events, workshops, and advertising strategies for 2015. In particular, work on AHPW's 30th anniversary symposium celebration materials.
- Assist with daily interactions with workshop participants.
- Schedule permitting, attend and participate in monthly Volunteer and/or Committee meetings.

Qualifications:

- Must:
 - Be organized, yet flexible.
 - Be able to think creatively and critically.
 - Communicate effectively and visually.
 - Be multi-task oriented.
 - Proficient in Microsoft Word, Excel and PowerPoint
- The ideal candidate will possess ONE or MORE of the following skill sets:

- Strong creative writing skills for newsletters, social media and marketing materials.
- Basic graphic design knowledge using programs such as Photoshop, InDesign or Dreamweaver.
- Basic web design with knowledge in Dreamweaver or HTML code.

Criteria:

- 10 week commitment (Summer Semester)
- 14 Hours per week
- Schedule is flexible M-F with some weekend and evening availability

Learning Objectives:

Upon completion of the internship the individual will have knowledge and experience in:

- Various aspects of running a small business/organization.
- Familiarity with the structure and management of a nonprofit organization.
- Enhanced marketing competencies in design, print, social media, newsletters, etc.
- Basic photography skills and language.

Compensation Details:

This internship offers a \$350 stipend for the summer semester. The stipend will be paid in two payments. One payment will be made halfway through the semester and the other payment will be made at the completion of the internship.

This internship may be used for class credit.

To Apply:

Please submit a resume and cover letter via email to Executive Director, Roberta Lites at rlites@ahpw.org.

Deadline to Apply: May 15, 2015.