

**CSUS Internship Opportunity**  
**Department of Communication Studies and Journalism**  
**California State University, Sacramento**

**Name of Organization:** Children's Receiving Home of Sacramento

**Description of Organization:**

The Children's Receiving Home (CRH) offers a full continuum of care from preventative to aftercare services for children displaced from their families due to abuse and/or neglect. CRH provides shelter, food, mental health services and recreational activities for children and youth ages 1 to 19.

**Internship type** (mark all that apply):

PR ☒ Journalism ☒ Intercultural Interpersonal  
Organizational Media ☒ Media Production

**Semesters/Dates Internships Available:** Fall ☒ Spring ☒ Summer ☒ Other

**Detail of Activities/Duties/Responsibilities/Opportunities:**

Create and edit content for social media posts, email blasts, newsletters, and direct mail. Assist in the creation of content for Facebook/Twitter pages, website, and possible blog. Responsible for checking social media sites and tracking engagement of public. Assist in creating social media policies and procedures for agency use. Opportunity to assist with design for Development Department materials such as: brochures, flyers, etc. as well as play pivotal role in planning and creation of content for the Holiday Angel gift drive (fall) and Big Day of Giving (spring). Opportunity to interview CRH alumni, staff, and donors and develop story profiles to be used for development purposes.

**Intern Background Necessary:**

Proficient user of Facebook and Twitter. Strong interpersonal, communication, writing, and editing skills. Willingness to learn nonprofit structure and policies. Intern required to complete a Live Scan and DOJ background check and provide a current negative TB test result. These can be arranged via CRH if intern is accepted.

**Intern Background Desirable:**

Proficiency in Adobe Design Suite would be helpful, but not necessary

**Materials Needed for the Interview:**

A resume and writing samples (if available)

Weekly Hours Required: 10-15				Total Number of Hours Per Semester			
Flexible or Fixed Schedule?		Flexible	<input checked="" type="checkbox"/>	Fixed			
If Fixed, days and times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Paid Position?** Yes No ☒ **Wages** (if applicable): \$ per **Paid Expenses?** Yes No ☒  
**Number of Interns Requested:** 1 **Are applicants accepted on an ongoing basis?** Yes ☒ No  
If no, what is the deadline?

<b>Organization name &amp; address:</b> Children's Receiving Home of Sacramento 3555 Auburn Blvd Sacramento, CA 95821	
<b>Name &amp; title of contact person:</b> Katie Birge, Senior Development Coordinator	
<b>Contact Person Email:</b> kbirge@crhkids.org	<b>Website:</b> www.crhkids.org
Phone: 916-349-7530 ext 26	Fax: 916-349-7536

