



Communications Intern

Job Description

SLFND is currently seeking an intern to help with the communications activities planned for 2020/2021. This is an excellent opportunity for an individual seeking to gain more experience in marketing and communications, writing, and planning activities for a small non-profit organization.

The intern will work in collaboration with SLFND's Executive Director and Marketing & Communications committee.

Under the supervision of the Executive Director, the intern will have the following responsibilities and tasks.

- Update and maintain SLFND's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, e-vites, and other marketing material for major events hosted by SLFND
- Update the SLFND website as needed
- Organize and attend bi-monthly marketing & communications committee meeting
- Reach out to community organizations, general public, and donors with SLFND's mission
- Collaborating with staff and board members on new ideas, directions, and venues for marketing and communications

Qualifications

- Undergraduate (junior or senior) or graduate student with experience in English and/or Communications
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Ability to communicate in a professional manner with press and community contacts
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Previous experience in marketing and communications is preferred
- Previous experience in event planning is preferred
- Understanding of or prior work/volunteer experience in non-profit organizations is preferred

Duration: flexible; 4 months, renewable, 5-10 hours per week

To Apply: Send cover letter and resume to internship@slfnd.org