Communications Internship Job Description

Overall Tasks:
• Assist in writing press releases
• Assist in developing social media content (Facebook, Twitter, Google+, etc.)
• Garner users to follow/like for the Policy Center
• Establish presence on LinkedIn and begin engaging influencers
• Prepare impact reports
• Copy editing
• Assist with special events
• Reports to Director of Strategic Planning and Public Affairs

Regular commitments/meetings:
• 10 hours per week
• Weekly staff meeting, Wednesday 9-10am

Qualified candidates will be/have:
• A commitment to the mission of the Policy Center
• Excellent written and verbal communication, strong editing skills
• Self-motivated, detail-oriented with strong written, verbal & organizational skills
• Excellent computer skills with experience in social media & Microsoft Office
• The ability to work independently and with others
• Dependability, flexibility, and ability to maintain confidentiality
• The ability to work well under pressure and meet deadlines
• Proficiency in Photoshop, Illustrator, or InDesign preferred
• Openness to learning and growing within the internship experience

Ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, digital communication for business development. Ideal candidates will be detail oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge.

This is intended to describe the general nature and level of work, and this is not an exhaustive list of all responsibilities, duties, and skills required. Interns may be required to perform duties outside their normal responsibilities.

Location & Hours
1022 Park Street, Jacksonville, FL 32205. Specific days and number of hours are flexible and can be negotiated based on class load.

Start & End Dates
Available now with a minimum commitment of ten weeks preferred.
**Student Benefits**
This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in a nonprofit environment.
- Hands-on experience to build portfolio and professional contacts
- School credit, depending on the requirements
- Stipend upon completion of internship

**How to Apply**
This internship is for currently enrolled students. Please do not apply if you are looking for a full-time position.

**Send a resume and cover letter to:**
Blythe Duckworth, bduckworth@seethegirl.org
Subject Line: Internship Application (Communications)