



PROJECT WORTHMORE

Position/Title: Communications Intern
Reports to: Director of Operations
Time Commitment: 6 months (12 months preferred)
Start Date: ASAP
Hours: 10 hours/week

General Description: The Communications Intern will work directly with the Director of Operations and Executive Director to support the organization in communicating to the general public about the work done at PWM, issues concerning refugees and any other relevant communications. This is an unpaid internship.

Responsibilities include:

- Create and execute general (non-campaign specific) communications plans to showcase stories from the refugee community, volunteer opportunities, organizational updates, relevant news/current events, etc.
- Manage the organization's social media platforms (Facebook, Instagram), including researching and implementing tactics to increase followers and engagement.
- Help write and edit outgoing communications (social media, web copy, print copy, etc.).
- Create and administer the monthly newsletter
- Update website events and blog pages regularly
- Take photos and interview relevant people as needed
- Tag and organize existing blog posts
- Add new press to website
- Assist with building past event pages for website

Qualifications:

- Commitment to PWM's mission and values.
- Strong computer and technology skills (including cropping/ color correcting images in Photoshop/ other programs)
- Experience using platforms such as Mailchimp, Facebook, Instagram, Hootsuite, Adobe, etc.
- Ability to synthesize data/results, identify trends/issues and present innovative communications objectives.
- Capability to compose and put in writing communications directed to community groups and public in general.
- Demonstrate thought leadership and offers new ideas/recommendations.
- Self-motivated, organized, and be able to balance multiple priorities at once.

To apply for the position, please send resume and cover letter to Erika Bodor, Director of Operations at erika@projectworthmore.org.