

Title: Communications Intern
Type: Part-time, Volunteer
Salary: Unpaid
Supervised by: Development Director



The Job Foundation is a local nonprofit in the Cedar Valley that equips K-12 students and their families for economic advancement. The foundation provides financial education, mentoring, tutoring and conditional cash transfer accounts for Waterloo students.

The Communications Intern works with the staff on print, digital and event communications. The intern helps develop communication plans, website and social media content and works at large group foundation events.

Qualifications and skills: Has or is working toward a Bachelor's and/or Master's degree in communications, nonprofit management or marketing. Desired skills include:

- 1) Experience creating communications for a nonprofit, business or group
- 2) Strong writing, editing and proofreading skills
- 3) Experience using social media accounts and creating online communications
- 4) Strong organizational skills and attention to detail
- 5) Creative and resourceful

Responsibilities and Duties: Responsibilities and duties include but are not limited to:

- 1) Execute the overall marketing/communication plan developed by the foundation
- 2) Create and maintain communications with our supporters
- 3) Manage social media accounts
- 4) Work with staff to execute special events, including developing event communications, working at the event and taking photographs during the event
- 5) Write quarterly newsletter about updates at the organization
- 6) Support in the development and design of digital, web and print marketing materials
- 7) Develop website content and maintain website
- 8) Support the foundation's media relations, including writing press releases, maintaining media lists and collecting media mentions

Hours: 10 hours per week, flexible schedule. Some evening and weekend work required for events.