



## SOCIAL MEDIA MARKETING/COMMUNICATIONS INTERNSHIP

**Title:** Social Media Marketing & Communications Intern

**Reports To:** Co-Executive Director

**Location:** 2524 16<sup>th</sup> Ave S - Seattle, WA 98144

**Timeframe options:** September – December 2021 OR January – March 2022 OR April – June 2022 (OR a combination)

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### About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit organization that invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. We typically serve over 200 students from the US and 100 students from Guatemala annually.

### Position Summary

The Marketing Internship is designed for an individual who wishes to gain hands-on experience with online marketing campaigns, including social media and website management. Intern will work directly with the Co-Executive Director (Development/Operations) to help organize and implement our social media calendar as well as an e-communications plan.

Specific duties include, but are not limited to

- Assist in the creation and delivery of social marketing and other online communication
- Assist with updating and maintaining online marketing materials
- Maintain social media calendar and collaborate with staff for content
- Maintain and update organizational website as needed
- Work as partner and liaison for website redesign project connecting the in-kind tech support and board to the staff
- Prepare reports and presentations for internal and external use as needed
- Implement e-newsletter with creation of template and collecting content for staff approval.

Qualifications

- Possess an interest in a nonprofit career
- Strong communication skills – particularly for corporate communication – and attention to detail
- High ethical standards and personal integrity
- Demonstrated desire to learn and ability to work in a multi-faceted capacity
- Creative, genuine, and positive mindset
- Experience with Microsoft Office 365
- Familiar with various social media platforms

Preferred (but not required) Qualifications

- Familiar with html, CSS, WordPress, or similar web development tools
- Experience using mass email marketing platforms such as MailChimp or Constant Contact
- Familiar with Adobe Creative Suite

**Hours, Start Date and Duration:** ***NOTE - Intern will work remotely at least for the fall, until otherwise adjusted.***

Flexible within business hours (9:00 am- 5:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends. The internship will start at a mutually agreed upon date and may continue depending on mutual interest and satisfactory performance.

This is an unpaid internship, but can allow access to credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

### How to Apply

Email cover letter/resume to [development@global-visionaries.org](mailto:development@global-visionaries.org) with subject line "Application for Marketing Intern".