



Internship Opportunity Communications Intern Fall/Winter 2018/2019

Job Title:	Communications Intern	Status:	Volunteer, Part-time
Reports To:	Communications Manager	Hourly Rate:	Non-stipend
Program:	Communications	Classification:	Non-stipend

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

The Mockingbird Society seeks a Communications Intern to assist the Communications Manager in developing and delivering compelling and timely communications to diverse audiences through our website social media platforms, e-mail marketing programs, development campaigns, and digital and print marketing. This is a three-month internship with the option to extend to six months.

ESSENTIAL RESPONSIBILITIES

Digital Media Content Creation

- Assist with storyboarding, filming, and producing video content for use on multi platforms.
- Create visual content for use in specific campaigns and general agency graphics.
- Edit various media projects including blog.

Production of *The Mockingbird Times*

- Provide content and grammar edits for quarterly printed newspaper.

Social Media

- Analyze social media for reach, impact, and other key factors of success.
- Assist in preparing above data in a well-organized report for use in the agency.
- Assist in the creation and editing of content to published based on yearly calendar.

Year-end Fundraising

- Help manage and provide feedback on the editing and production of end of year video campaign.
- Assist in the creation of weekly e-blasts to support end of year campaign.
- Other tasks as assigned to increase reach and impact of end of year campaign.

EDUCATIONAL BENEFITS

- Interns will learn best practices for social media engagement and marketing for nonprofit organizations.
- Interns will learn about effective, mission-driven stakeholder communication.
- Interns will have the opportunity to develop social media marketing materials and to build a personal portfolio of small design projects.
- Interns will have the opportunity to be an active part of the organization's work around race equity.

DESIRED QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- Course work or experience in social media marketing, video editing, copy writing, online and print publication is preferred.
- A passion for telling under-represented stories through film, print, and digital media in its many forms.
- Experience with Adobe Creative Suite and video editing software.
- Ability to use audio and video equipment for production purposes.
- Experience with training others to use video equipment a plus.
- Excellent writing, communication, and organizational skills.
- Enthusiastic, detail-oriented, creative, reliable, and proactive team player who enjoys working in a collaborative and fun work environment.
- Knowledge of social media trends helpful but not required.
- Experience with Microsoft Office (Word, Excel, PowerPoint).

OTHER REQUIREMENTS

- Preference to candidates who can commit late November through late January, with possible extension to April.
- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently.
- Available for 10-20 hours per week.

COMPENSATION

This is a non-stipend, volunteer position designed to provide the intern with learning opportunities while supporting the organization's ability to achieve its mission. Course credit may be available.

NONDISCRIMINATION POLICY

Employees and volunteers are prohibited from discriminating against any individual or group on the basis of race, color, sex, religion, national origin, citizenship, age, marital or veteran status, sensory, physical, or medical disability, political ideology, sexual orientation, or any other legally protected status. **Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.**

TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with "Communications Intern" in the subject line. No calls please. Position is open until filled; priority consideration will be given to applications received by November 14, 2018. Anticipated start date will be late November.

Employment at The Mockingbird Society is contingent upon completion of a criminal background check. If a criminal record is disclosed, the record will be reviewed in order to determine the applicant's eligibility for employment.