



Position: Communications/Digital Strategy Intern

Description: CLRJ is looking for a creative, organized, fearless self-starter to assist with communications efforts. The qualified candidate will work under the supervision of CLRJ's Communications Manager for a minimum of 16 weeks, 10 to 16 hours a week. This internship is an excellent opportunity to experience various aspects of a social justice organization's communication efforts while working for a well-known and respected nonprofit organization.

Responsibilities:

- Design flyers, graphics, e-vites and other marketing material.
- Help update and maintain social media presence, including daily monitoring, posting, scheduling and reporting Facebook and Twitter updates.
- Assist in planning, writing and managing e-blasts and e-newsletters.
- Assist with video and photography for the organization when needed.
- Maintain and update media contacts.
- Archive media hits.
- Assist in updating CLRJ's website regularly.
- Help draft and/or distribute press releases and/or media alerts.
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.
- Prepare weekly reports and maintain regular contact with supervisor.

Qualifications:

- Possess excellent written and oral communication and interpersonal skills.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in design and multi-media tools including but not limited to: Photoshop, Illustrator, Adobe InDesign, Adobe Acrobat, Adobe Premier, highly desired.
- Firm grasp of available social media tools and platforms including: Facebook, Twitter, and Instagram.
- Ability to work well independently, and within a team.
- Commitment to social justice and cultural sensitivity.
- Commitment to the continuous improvement of service quality and the organization's mission.
- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g. Art/Design, Communications, English, Advertising or Public Relations).
- Knowledge of HTML, website content management and graphic design a plus.

Start Date:

Position open until filled, requires 4 – 6 month commitment.

Hours:

10 – 16 hours/week.

Compensation:

Stipend depending on hourly commitment and 4 or 6 month commitment.

To Apply:

Please a send cover letter and résumé to Susy Chávez Herrera, CLRJ

Communications Manager: susy@clrj.org