



SOCIAL MEDIA AND COMMUNICATIONS INTERNSHIP

Please note that our office is currently closed due to the Covid-19 pandemic but we continue to provide our services remotely. For all 2021 internships, we will be working remotely until further notice.

Learn and use your skills to develop our social media presence (including Facebook, Instagram, Twitter, and LinkedIn), maintain our websites (WordPress), help create our marketing materials, and contribute to all other communications efforts. This is a chance to make a difference in the lives of immigrants and to gain an appreciation for diverse cultures.

TIME COMMITMENT 20+ hours per week, Monday through Friday, 9am- 5pm, but willing to work with class schedules (hours negotiable).

DATES:

- Spring Term: Jan 4 - May 31
- Summer Term: June 1 - Aug 31
- Fall Term: Sept 1 - December 31

INTERNSHIP DETAILS: This is an unpaid internship, but it may qualify as an eligible internship for course credit. Please check with your internship coordinator BEFORE accepting to determine if you might be able to do this internship for credit.

RESPONSIBILITIES

Social Media

- Craft engaging and original social media posts to promote the mission and activities of the Rian Immigrant Center
- Support us in being a thought-leader and advocate on current immigration related issues
- Develop responsive and collaborative social media campaigns

Newsletter

- Support the production of our monthly online newsletter by writing about the immigrants we serve, our staff and volunteers, and the programs we offer

Website

- Update our website with current events and stories
- Support us in utilizing the website as a tool to reach potential donors, clients, and partners

Marketing



- Assist with the writing and preparation of stories, press releases, and articles.

QUALIFICATIONS

- Enjoy working in a flexible, dynamic, and multicultural environment and are passionate about making a difference for immigrant families in this tumultuous political climate
- Excellent communication skills
- A love of storytelling and writing
- Proficiency with Microsoft Office and Google applications
- Organization, attention to detail and time management skills
- Website development experience a plus
- Enthusiasm for the mission of the Rian Immigrant Center and a commitment to and understanding of social justice

REPORTS TO: Communications Manager

The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.