



# Manos de Cristo

Love in Action • Amor en Acción

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## Marketing & Communications Intern

### Position Description:

Manos de Cristo is seeking a Marketing & Communications Intern to develop web and print media for the organization, which includes Newsletters, eNewsletters, press releases, event promotional materials, website content, emails, social media content, and targeted communications for volunteers and donors. This position will work towards Manos' goal of strengthening our donor and supporter communications and increasing recognition in Austin and Central Texas. The Marketing & Communications Intern will report to the Director of Fund Development.

Manos is a nonprofit organization dedicated to empowering low-income individuals with a loving hand of assistance and without regard to age, gender, race, or religious preference. Manos promotes dignity and self-reliance by providing essential oral care through our dental clinic, furthering educational development through adult ESL and computer classes, and meeting basic needs with food and clothing.

### Responsibilities:

- Plan and coordinate Newsletters, website updates, and other communications
- Develop written content for Newsletter, website, and other communications
- Work with the Director of Fund Development on design for communications materials
- Work with the Marketing Committee to create and execute organizational marketing plan
- Develop a plan for and manage all social media
- Assist with communications for other projects as needed

### Required Qualifications:

- Strong writing skills
- Ability to edit, proofread and publish content without errors
- Understanding of the requirements of print media vs. website media
- Understanding of the foundations of marketing & communications
- Ability to complete projects independently and on deadline
- Project prioritization and time management skills
- A degree in or currently studying marketing, communications, public relations, or journalism; or a significant experience and interest in marketing / communications.

### Preferred Qualifications:

- Understanding of the Marketing & Communication needs of nonprofits
- Graphic Design experience (Manos has a contract graphic designer, but experience in this area will help with smaller communications and in working with the designer)

### Schedule and Benefits:

- Can work with school to obtain course credit
- Hands-on experience managing and producing marketing and communication materials
- The position will be 10 – 20 hours a week. During the hiring process, Manos will work with the Intern to assign specific projects, goals, and deadlines that fit within the applicant's interests and time commitment.

4911 Harmon Ave. • Austin Texas 78751 • (p): 512 477-7454 • (f): 512 477-4324 • [www.manosdecristo.org](http://www.manosdecristo.org)



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- The Intern should commit to a regular schedule each week within the hours of 8 a.m. – 5 p.m. M-F. There is flexibility if the schedule needs to change some weeks, and, when possible with writing assignments, working from home is an option.

To Apply:

Send your letter of interest and resume to [fdevelopment@manosdecristo.org](mailto:fdevelopment@manosdecristo.org) with the subject line “Intern – Marketing & Communications.”

Manos de Cristo is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

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