



Position Title: Communications Internship
Reports to: Chief Communications Officer and Communication Manager

Position Summary:

To assist the Chief Communications Officer and Communications Manager in an array of special projects that help further the message and mission of Any Baby Can.

Key Responsibilities:

Under the guidance and supervision of the Chief Communications Officer and Communications Manager, the Intern may engage in the following projects:

- Support the promotion of agency classes, events and groups through communication via online channels, including social and events calendars.
- Assist with the design of email marketing campaigns.
- Support communications activities with graphic design and copyediting skills.
- Track social media and email marketing analytics to articulate messaging to all constituents.
- Organize schedules and maintain projects in project management system.
- Assist in creation of marketing materials and press releases.
- Attend and support agency's mission at outreach events.
- Complete Administrative tasks (i.e. data entry, drafting emails, transcribing meetings notes, etc.).
- Special assignments within the communications department will be requested as needed or required.

Qualifications:

- The ideal candidate is an undergraduate (junior or senior) or graduate student in Communications, marketing, public relations, digital communications for business development.
- Excellent verbal and written communication skills.
- Working knowledge of social media platforms and trends.
- Friendly, positive, professional demeanor
- Ability to work cooperatively with staff and volunteers.
- Strong attention to detail and organization skills.
- Experience working in Adobe Creative Cloud.
- Bilingual in Spanish and English preferred.

Schedule

- 16 weeks internship, unpaid.
- Minimum of 12 hours/ week.
- Flexible to accommodate a student's changing schedule.

Intern Benefits

This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in a non-profit environment.

- Hands-on experience to build portfolio and professional contacts.
- School credit, depending on the requirements.
- Intern will have an opportunity to hone in on communication skills in the non-profit arena and will receive professional feedback on work.
- Intern will have the opportunity to shadow the Communications Manager and Chief Communications Officer.

Please submit cover letter and resume to: volunteer@anybabycan.org



Intern Printed Name

Intern Signature

Date

Supervisor/HR Manager Printed Name

Supervisor/HR Manager Signature

Date

The information contained within this job description overview is not intended to be all-inclusive. Nothing in this job description restricts management or the company's ability to assign or reassign duties and/or responsibilities to or from this role at any time. This document is subject to change with or without notice.

Any Baby Can is an equal opportunity employer and affords equal employment opportunities to all employees and applicants regardless of race, color, religion, creed, age, gender, sexual orientation, genetic information, marital status, national origin, disability, or any other characteristic protected by federal, state, provincial or local law. Any Baby Can conforms to the spirit as well as to the letter of all applicable laws and regulations.