



**Internship Title: Side by Side Kids - Communications and Media Intern**

**Purpose of the Position:** The Communications and Media Intern is responsible for effectively keeping the families of the kids involved in our afterschool program informed of the events of the month and our sponsors and involved churches informed of the latest SBSK news and updates.

**Responsibilities and Duties Summary:**

- Raise awareness and attract new people to Side By Side Kids (SBSK) through online content
- Grow our database of student, family and volunteer information
- Maintain and update the SBSK blog weekly with entries, pictures, videos, graphics, etc.
- Attend pertinent SBSK staff meetings (once a month)
- Compose articles and stories for publications
- Discover viable social media platforms for SBSK
- Strengthen SBSK presence on Twitter and LinkedIn
- All other duties assigned

**Time Involvement Required:** This position is a part-time internship with 15 hours per week. Hours will flex to accommodate some morning, evening, and weekend activities. The term of this position is for 1 school semester.

**Work Site:** The Communications and Media Intern will report to the SBSK Support Center, the assigned elementary schools, and various sites within the community.

**Knowledge/Skills/Abilities:**

- Background in Journalism, Business, Public Relations, or other related discipline
- Skills with photography and videography
- Excellent writing and interpersonal communication skills
- Ability to construct, compile and condense articles into meaningful summaries
- Creativity with creating content and discovering solutions
- Strong understanding of social media, marketing, and branding
- Highly organized and a self starter with an ability to work on projects and tasks independently
- Written and spoken knowledge of English and Spanish preferred, but not required

**Additional Qualifications:**

- Be a Christ-follower and communing member of the body of Christ
- Understand, agree, and promote SBSK values (found at <http://www.sidebysidekids.org/our-mission>)

**Reports to:** Volunteer and Intern Manager, Marketing Coordinator, and Social Media Coordinator

**Contact Piccola Dorsey for additional information, or to apply.**

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