



Elizabeth Dole Foundation Communications Internship 2023

Description

The Elizabeth Dole Foundation is looking for a qualified, creative, and enthusiastic Communications Intern to join our team for Summer 2023. In this position, the intern will report to the Communications Manager and support the team in their administrative processes, communications planning, special projects, marketing, social media strategies, and additional responsibilities, as needed.

The intern will learn about the non-profit sector and military and veteran caregiving community as it relates to its communications and marketing strategies. They will also be exposed to the inner workings of a non-profit such as engagement techniques, events, cultivation, stewardship, with high involvement and exposure to communications. When the internship is completed, the intern will have an understanding of the field of public relations and understand what makes compelling news.

The applicant should have excellent writing and editing skills, a high level of creativity and attention to detail, and the ability to effectively share stories. Familiarity with the military and veteran community is desired and will be considered when choosing the best applicant for this position.

We offer a paid internship; 20-30 hours per week in the Summer. A portion of your internship can also be counted towards course credit if desired. Normal business hours are 9am-5pm ET, Monday through Friday, however, schedules can be accommodated for the right applicant. The internship will operate on a hybrid model. Appearance in an office setting would be preferred one day a week with the other days being remote.

Responsibilities:

- Provide communications support to the Communications Manager and team. Duties to include assisting with calendaring, media inquiries, gathering materials, scheduling interviews and meetings, and various projects related to communications
- Draft and edit a variety of content to support communications and marketing efforts, including statements, email newsletters, blogs, media advisories, press releases, social copy, website copy, talking points, program descriptions, and promotional brochures

- Aid in marketing virtual events with Events Team; attend to capture live content and key takeaways for social media and blog posts
- Track and archive photos and visual assets
- Assist with press outreach and pitching; research media opportunities to further Foundation's notoriety
- Assist with marketing and promotion of new Hidden Heroes online store
- Assist Digital Media Strategist with conceptualizing, drafting, and creating collateral for social media content and campaigns
- Provide support in tracking and compiling social media reports and analyzing analytics
- Cultivate an understanding of trending topics in the military, veteran, and caregiving community spaces. Share recommendations for communications strategies and campaigns
- Connect with military and veteran caregivers to better understand the audience we serve
- Additional duties as assigned

Skills and qualifications required:

- Undergraduate student with a concentration in journalism, communications, PR/marketing, public affairs, political science, English, or a related discipline
- Must be able to work for the proposed Summer 2023 duration on a consistent schedule for roughly 20-30 hours per week
- Have a strong interest or prior experience working in communications
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Familiarity with email marketing software (e.g. Pardot), media tracking services (e.g. Meltwater), or web-editing software (e.g. WordPress) is a plus, but not required
- Experience with Adobe Creative Suite and social content management is a benefit, but not required
- Proficient in AP Style
- Excellent organizational skills and attention to detail
- Positive attitude, willingness to learn, and sense of humor
- Strong writing, copywriting, copy-editing, and research skills
- Passion for storytelling
- Detail-oriented, with excellent time management and organizational skills; the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Capable of working independently, but willing to take directions and ask questions to meet team goals and ensure projects are in line with objectives
- Connection to the military community is not required but will be considered during the application review process

To Apply

All candidates should apply by sending your resume and cover letter to apply@elizabethdolefoundation.org.

The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.