

Communications Intern Job Description

Thrive DC provides meals, crisis assistance, employment training, and comprehensive support services to homeless and low-income men, women, and children in a safe, stable environment in downtown Washington, DC.

Job Title: Communications Intern

Immediate Supervisor: Volunteer & Communications Coordinator

Qualifications

- Full time or part time student
- Strong work ethic
- Commitment to detail and excellent spelling/grammar
- Professional demeanor
- Imaginative, creative, and willing to try new ideas
- A team player who can also handle solo assignments

Preferred:

- Experience with creating social media content, MailChimp, Wordpress.
- Knowledge of Spanish.
- Experience working with vulnerable populations.

Key Responsibilities

- Assisting with planning the monthly social media calendar.
- Writing content that highlights the personal experience of homelessness in the District for the website blog, newsletter, and external emails.
- Helping to analyze objective metrics for digital media outreach in Google Analytics, Google AdWords, Facebook Insights, Twitter Analytics, and MailChimp.
- Updating outreach strategy based on performance of key metrics.
- Assist with planning online and in-person fundraising events.

This position is designed for the student interested in Communications, who anticipates a future in Marketing, Digital Media Strategy, or Business Communications. It provides a solid foundation in online platforms, real world experience in digital outreach techniques, experience with how to analyze performance based on objective metrics, and the opportunity to try new ideas that target specific audiences. This is a great position for the student who wants to put in practice theoretical knowledge and build their resume with hands on experience.

Internships may be semester-based, school-year based, or during the summer.

To apply, submit your resume and availability to rose@thrivedc.org. Note: only applications through an official school program, internship, or federal work study will be accepted.