



## Internship Opportunity

<b>Job Title:</b>	Communications Intern
<b>Job Type:</b>	Fall internship
<b>Time for Position:</b>	10 hrs week - \$12 hr
<b>Reports to:</b>	Director of Development
<b>Location:</b>	hH office/flexible
<b>Website:</b>	<a href="http://www.halfhelen.org">www.halfhelen.org</a>

## Job Description

A great opportunity for a highly motivated self-starter, the Communications Coordinator will focus on copywriting, social media content creation, and scheduling. Successful candidates will have a passion for understanding and connecting with key stakeholders, identifying opportunities to leverage communication channels in innovative ways, and working in a collaborative environment. Preference will be placed for bi-lingual (Spanish/English) applicants, but this is not a requirement. This position reports to the Director of Development.

## Responsibilities

- Develop content for monthly newsletter, blog posts, and article submissions for outside publications.
- Create, coordinate and oversee master social media communications calendar by month.
- Write and publish content to Facebook, Instagram, and LinkedIn.
- Work with staff to develop innovative campaigns that promote half Helen eye care services and events in new ways, engaging current audiences and attracting new followers.
- Meet target goals for message and post frequency with the goal to grow audiences in each channel. Ensure all communications items are executed on time, on-brand, and with consistent language.

- Occasionally visit school partners and participate in events to gather and create content.

### **Qualifications**

- Currently enrolled in an accredited University
- Sincere interest in working for a mission-driven organization
- Working knowledge of Facebook, Instagram, LinkedIn, TikTok, etc.
- Excellent written, oral, and interpersonal communication skills.
- Highly motivated, self-directed, and innovative.
- Experience managing social media accounts for business or other organization
- Ability to communicate clearly in Spanish (verbally and in writing) strongly preferred.
- Ability to work both independently and in collaboration with others.
- Initiative and the ability to manage time to meet defined performance and activity goals.
- Competency in basic data analysis preferred (e.g. Excel).

**To apply:** please email your resume, cover letter and writing sample to Meghan Jones at [meghan@halfhelen.org](mailto:meghan@halfhelen.org)