



Job Description: Marketing and Communications Intern

Part-time, paid

[TXPOST \(Texas Partnership for Out of School Time\)](#) seeks diligent, creative candidates for a marketing and communications internship. The intern will work with the Director of Outreach and Engagement to provide support across content development and curation, communications systems, and evaluation. Candidates must be enrolled in college, possess strong written and verbal communications skills, work well independently, and demonstrate an interest in our nonprofit mission.

Primary Areas of Support

- Design visual content for email newsletter, social media, and other digital communications
- Contribute to copywriting for email newsletter, social media, and website
- Adapt copy and graphics for partner communications toolkits
- Manage social media posting, listening, and engagement and deliver daily briefings
- Update internal communications KPI dashboard on a weekly, monthly, and quarterly basis
- Document marketing and communications systems and processes
- Research and recommend automations and other solutions for increased engagement across all communications
- Compile and curate out of school time funding opportunities to be updated in the virtual community on a weekly basis

Skills and Experience Required

- Strong writing and editing skills (AP Stylebook)
- Strong or developing graphic design skills (Canva)
- Strong or developing knowledge and skills across social media platforms (Instagram, Twitter, Facebook, LinkedIn) and best practices
- Familiarity with communications and database technologies such as Google Suite, Microsoft Office, Asana, Salesforce, WordPress (Avada), MailChimp, Hootsuite, Slack, Toggl, etc.

Terms

This is a paid, part-time internship to begin on/around February 1, 2022 and end around May 27, 2022 with an option to continue ongoing. All support is project-based and time-bound. With the exception of regular, virtual check-ins with the Director of Outreach and Engagement, the intern may work at the location (within Texas) and according to the hours they prefer. The intern must provide their own computer. **This position offers an hourly rate of \$20 with an estimated commitment of 10 hours of support per week.**

How to Apply

Interested individuals should [apply here](#) by **Wednesday, January 19, 2022**. All candidates will be contacted by January 21, 2022.