

# Communications Internship

**Vital Communities seeks an intern to support its Communications Office.**

<b>VC Mission Statement:</b>	Engages Upper Valley citizens, organizations, and communities in creating solutions to our region's challenges
<b>Responsible To:</b>	Communications Manager
<b>Effective Date:</b>	Flexible, May-September 2018
<b>Status:</b>	Volunteer position; 20-30 hrs/week, small stipend available, may qualify for college credit

**To Apply:** E-mail resume, cover letter, and a brief writing sample to [Allison@VitalCommunities.org](mailto:Allison@VitalCommunities.org)

## Background

Vital Communities seeks a Communications Intern to support communications projects, including social media, for the organization. This position is based in our White River Junction office, with opportunities for some work to be performed remotely.

## Essential Duties and Responsibilities of Communications Intern

The Communications Intern will support all aspects of Vital Communities' communications activities, including program-specific outreach and social media, as directed by the Communications Manager. The intern will assist the Communications Manager on regular projects, including our monthly e-news and semi-annual print newsletter, and potentially on special projects to be determined by the intern's skill and interests and the organization's needs.

### Communications Intern Responsibilities (20-30 hours/week)

- Coordinate Vital Communities' social media presence, including Facebook and Instagram
- Draft content for newsletters, annual reports, blog posts, articles, etc.
- Update the Vital Communities WordPress blog
- Other duties as assigned

### Minimum Expectations/Qualifications:

Applicants **MUST** have:

- Reliable transportation to Vital Communities' offices in White River Junction
- Local housing

### Desired Skills Include:

- Interest or experience in marketing or journalism
- Excellent writing and communications skills
- Familiarity and comfort with Facebook and Instagram
- Ability to develop content of various lengths and types for a variety of media
- Understanding of discretion and tact in representing an organization
- Ability to pick up new tasks quickly
- Experience with WordPress preferable but not required

## **General Expectations of All Staff and Interns**

- Understand and support the mission of Vital Communities as expressed by the Board.
- Network with allied organizations and initiatives.
- Coordinate and integrate efforts with staff working on other Vital Communities programs.
- Greet the public through all channels of communication with courtesy and respect.
- Work in a safe manner and report any safety hazards to the Executive Director.
- Maintain individual work station and office in a clean, attractive manner.
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality, and resource utilization.
- Strive to upgrade old skills and learn new ones.
- Employ good communication skills by sharing information, listening to others, and giving positive input.
- Work as a team member by helping others and making suggestions for improvements.