



## COMMUNICATIONS INTERN

### PURPOSE

The Communications Intern will assist the Communications Manager with the development of marketing and communications campaigns for Empower Missouri, to include design and/or writing of marketing collateral, website maintenance, social media management, and other duties as assigned.

The Communications Intern will work independently and with a team to help grow Empower Missouri's reach throughout the state. The ideal candidate will have a strong interest and experience in writing, social media management, and/or graphic design.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with the development of content for and management of social media, including the launch of groups to increase engagement with our coalition members
- Assist with the development of content for and management of Empower Missouri's website and campaign microsites
- Assist with the creation of emails including e-newsletters, event promotions, and fundraising appeals
- Help track and report key metrics, including media tracking, social media, email, and website analytics
- Assist with additional communications research, planning, and development as assigned

### REQUIREMENTS

- A strong interest and/or experience in strategic communications work. Students in their 3rd or 4th year of a program in communications, marketing, public relations, or a related major will be a good fit.
- A commitment to social justice + [Empower Missouri's mission and values](#)

- Excellent computer skills, experience with social media management, Canva, and/or Wordpress is a plus
- Superior written and oral communication skills

## **TIME COMMITMENT**

- 15 hours per week, flexible schedule
- Availability for some meetings between the hours of 9AM-5PM, Monday through Friday
- Ability to work remotely with the opportunity for some travel as necessary to support events or actions at the state capitol

## **COMPENSATION**

\$12.30/Hour

## **REPORTS TO**

Communications Manager

## **TO APPLY**

Please send a resume and one writing sample to [jobs@empowermissouri.org](mailto:jobs@empowermissouri.org). Sample can be any school work; press releases, white papers and other marketing materials are ideal but other materials are also acceptable. Design samples are also welcome, but not required.