



## **Communications Intern**

The Center for/ Global Policy Solutions (CGPS), a social change nonprofit dedicated to driving society toward inclusion, seeks a communications intern to assist with its outreach efforts. The ideal candidate will be an excellent writer, a creative and highly analytical thinker, a resourceful problem solver, and a highly productive worker. The position requires 29 hours per week and will have a duration of 12 – 16 weeks.

### **Position summary:**

The Communications Intern will assist with tasks ranging from social media and website postings, to support for event planning.

### **Specific requirements for this position:**

- Post secondary education in communications and relevant work or internship experience. An M.A./M.S. candidate is a plus.
- General knowledge of public policy, congressional legislative and federal regulatory processes, and appropriate and effective social media communications
- Fundamental policy knowledge in economic security.
- Superior analytical, writing, verbal, and interpersonal communications skills and the ability to present information in a variety of formats and styles for difference audiences.
- Strong organizational and administrative skills, and attention to detail.
- Strong computer skills in Microsoft Office Suite, email, scholarly research, and social networking tools. Familiarity with Mac OS a plus.
- Ability to work as a member of a team and independently.
- Ability to lift 20 lbs.

### **Duties:**

- Schedule daily content to Facebook and Twitter accounts on such issues as economic security, retirement, homeownership, and student debt, with guidance and support from senior staff. This includes monitoring the news and other social media profiles for engagement opportunities.
- Create simple social media visuals in Canva, with guidance from senior staff.
- GPTV video clip review, summarization and posting.
- Post publications on the website.



- Provide research and writing support for marketing initiatives and proposals.
- Provide ad-hoc support for other communication-related project work, such as materials and message development.
- Assist in writing press releases.
- Assist in developing social media content and engage influencers and network via Facebook, Twitter, LinkedIn, etc.
- Garner users to follow/like for the Center for/Global Policy Solutions across social media platforms.
- Prepare impact reports
- Copy editing
- Assist with special events

### **General Requirements for All CGPS Staff**

- Exemplary analytical, writing, verbal, and interpersonal communications skills.
- Ability to develop work plans, set deadlines, work well with minimal supervision, prioritize assignments, and organize multiple projects and duties simultaneously while meeting deadlines.
- Ability to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making.
- Strong computer skills including familiarity with Mac OS, Microsoft Office, email clients, Internet research, and social networking tools.
- Ability to quickly gain an understanding of additional policy areas or technology as needed.
- Ability to represent CGPS responsibly and communicate effectively in various settings on a broad range of issues.
- Strong commitment to diversity and equity.

### **Salary:**

- This is a paid internship. Hourly rate will be based upon experience and education level.
- This is a temporary, part-time position and requires at least 20 hours worked per week during core business hours, but no more than 30 hours worked per week.



**How to Apply:**

Email a cover letter, resume, one page of social media posting samples (three for Twitter, three for Facebook), and three professional references to:

[info@globalpolicysolutions.com](mailto:info@globalpolicysolutions.com). The subject line should read "Communications Intern."

No phone calls please. This position will remain open until filled.