



# GIRLS

IN THE SPOTLIGHT

Do you envision using digital media to have a positive impact in the world? This is a great opportunity to earn invaluable experience to make you competitive in the job market. You will help “girls find their voice” by promoting the brand through social media presence on Instagram and Facebook, collaborate on monthly campaigns, and source content to inspire our community. Source content may include email communications, newsletters, curriculum guides and journals and other publications underway. Work directly with the Founder and Executive Director of Girls in the Spotlight Foundation, a 501(c)3 located in Fort Collins, CO. Learn more:

There are opportunities to review the website, electronic communications, publications and uphold current social media practices while expanding our online resources for our community stakeholders to include parents, girls and community supporters.

**Position:** Digital Communications Intern

Unpaid position (course credit, regular meetings, team comradery, celebratory end of semester dinner)

**Supervision By:** Executive Director (ED)

Communication efforts run throughout the year, therefore there is need each semester to have a Communication Studies intern.

## **Responsibilities include:**

- Required training in prior to any seasonal program start to gain insight into what we do
- Manage and create monthly social media posts to include Instagram and Facebook posts. Collaborate with ED on the monthly schedule of each.
- Weekly meetings and or conference call with ED.
- Collaborate with program co-coach(es) to identify content – photos, videos, quotes. All content must be approved by ED and media permissions must be maintained at all times.
- Take photos or videos when possible at programs.
- Review monthly newsletter, propose ideas or help identify relevant resources/links.
- Assist in preparing quarterly or annual reports to include visuals such as infographics.
- Periodic review or drafting of email communications to parents as requested by the ED during the program, especially to remind families of the key activities.
- Regular review of website and propose potential edits/updates in collaboration with ED.
- Create flyers, brochures and marketing materials as needed.
- Coordinate, proofread, edit and format special publication projects and directed by the ED.

## Qualifications

- Pursuing a bachelor's degree from accredited college or university, preferably in Communication Studies.
- Excellent written and verbal skills
- Graphic design experience preferred
- Experience taking photos and videos preferred
- Must possess basic computer skills (Word, Excel, Google, Email) and be detailed oriented
- Managing social media accounts experience
- Demonstrate skills critical to planning and organization
- Ability to engage and interact with participants and other interns or volunteers
- Demonstrate digital communication aptitude
- Must be self-motivated, teachable, and demonstrate a positive attitude
- Demonstrate creativity and initiative with ability to manage time
- Must be able to work independently and as a team player
- Must be able to transport self and have a clean driving record
- Available 10 hours a week
- Background check required

### **To Apply:**

Fill out [Online Application](#).

Attach resume and other requested documentation.

If qualified, we will contact you for an interview.