



COMMUNICATION: INTERN DESCRIPTION

Position: Communications UNPAID INTERNSHIP, stipend TBD

Description: Community Engagement & Consultation Group Inc. is seeking a dynamic, take-charge, self-starter to assist with **Communication** efforts. This internship is an excellent opportunity to experience various aspects of targeted communication, developing and presenting potential content for our constituents. The goal is to maximize expertise with a state-wide reach of community engagement and programs.

Responsibilities:

- Weekly digital engagement via Ce-Cg's digital platforms.
 - Monday morning weekly speed meetings, review agenda and materials prior to the meeting in collaboration with both the office manager and (Communication/Marketing Strategist).
 - Provide input on agenda items.
 - Express opinions and perspectives for the advancement of the Ce-Cg's vision/mission
- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Research and write press releases, and content for the company website, infographics, blogs, and newsletters.
- Acquire and maintain a detailed knowledge of the company's policies, principles, and strategies, and keep up to date with relevant developments.
- Arrange and coordinate monthly newsletters or white papers and plan events.
- Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives
- Support and evaluate the results of communication campaigns with the team (google analytics).
- Build and maintain relationships with partners.

Qualifications:

- Exceptional public speaking and writing skills
- Candidate has to be flexible with the ability to work both in-person 80% and (occasionally) virtually.
- Strategic thinker with meticulous attention to detail, working well under pressure and meeting deadlines.
- Interpersonal and effective communication skills with the ability to multitask and adapt in a fast-paced environment.
- Innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external role-players.
- Completed or working toward a college degree from an accredited institution, preferably in a related field (e.g., English, Marketing/Communications, Information Technology or Public Relations, Health Promotion).
- Must be computer literate (working knowledge of word processing, WordPress, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop are highly desired. And graphic design is a plus.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Enthusiasm for the mission of Ce-Cg.

Start Date:

- Upon availability/when the semester starts
- 32 hours/week or upon discussion
- This is an **Unpaid** internship; will complete documentation for college credit

To Apply:

Please send cover letter and resume to: ce-cg@ce-cg.org