



Job Description: Communications Intern

Position Description: The Communications Intern is a critical support position that enhances the effective implementation of CIVIC programs and that works to increase the public's awareness about the value of exchange programs in promoting international peace and prosperity.

Expectations: Interns are expected to work 10 hours per week based on an established schedule. If you are unable to fulfill your hours, you should contact the ED. Interns are expected to conduct themselves in a professional manner and to abide by all CIVIC procedures and policies. The intern is responsible for the primary responsibilities as outlined below, but is also expected to collaborate and cooperate in the development, implementation and maintenance of all CIVIC programs as needed.

Primary Responsibilities

- Liaison with the Communications Committee (composed of board members and volunteers) and the Communications Coordinator and Executive Director.
 - Help Develop, Implement, and Maintain Communications Projects & Procedures developed by the Board
- Expand social media presence
- Develop social media "action plans" for IVLP visits
- Maintain all communications platforms (website, social media)
- Manage Constant Contact list in cooperation with membership intern
- Send Constant Contacts communications as required for programming
- Produce Quarterly Newsletter based on content input from ED
- Design Annual Report based on content input from the Board and the ED
- Document CIVIC programs (both images and written comments by participants) in cooperation with the membership intern
- Assist with programming as needed
- Assist with visitors as needed
- Attend CIVIC-sponsored events such as the Annual Membership Meeting and the Celebration of Citizen Diplomacy Dinner

Performance Measurements: You will report to the Program Officer, who reports directly to the Executive Director. Interns will be evaluated after a 30-day period and again every six months.