

GLOBALWA

Communications & Media Intern Global Washington

Position Title: Communications & Media Intern
Reports To: Executive Director
Time commitment: Part-time (approx 20 hours per week)
Compensation: Paid internship.

The Communications Intern will play a critical role in expanding GW's presence in the community, creating favorable conditions for building and expanding membership base, as well as engaging new audiences for our members' work. The Communications Intern will implement elements of the organization's strategic communications plan and will assist in managing media and public relations including development and production of written collateral; website and e-communications; crafting public presentations; and maintaining a professional and consistent look in all of GW's materials and office environment.

Primary Responsibilities

Responsible for working with the Office Manager to produce:

- Annual Report
- Monthly newsletters
- General brochures and fact sheets
- Event invitations and related materials
- PowerPoint presentations and graphics

Media relations:

- Research and assist in evaluation and negotiation of media buys
- Respond to media inquiries
- Contribute to and distribute news releases as needed
- Create and implement media trainings for organization's leadership/partners
- Track media coverage and maintain current source list of media contacts

Web Maintenance and Development:

- Assist with maintaining and updating website content, including job postings and speakers' forum database; track web analytics
- Craft and distribute e-communications
- Collaborate with Social Media Intern to implement synergistic cross-channel web and social media presence

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Skills and Qualities

- Current student in at least 3rd year of undergraduate studies, or recent graduate of public relations, media relations and/or communications
- Excellent verbal and written communication skills
- Experience successfully implementing graphic and web design projects
- Ability to prioritize and manage multiple tasks in a fast-paced work environment
- Strong computer skills including Microsoft Office products. Wordpress Experience a plus.
- Positive attitude and ability to work flexibly with team members
- Passion for GW's mission

Global Washington is a broad-based membership association that promotes and supports the global development sector in the state of Washington. Composed of non-profit organizations, foundations, businesses, government and academic institutions, our members work collectively to build a more equitable and prosperous world. Global Washington convenes members to generate new opportunities for growth, strengthens member organizations to increase their impact, and advocates across key global development issues at the local, national, and global level.