



## Communications Intern

**Job Location:** Edmond, Oklahoma, United States

**Reports To:** Executive Director

**Hours:** 15-20 hours per week with flexibility in scheduling

### Job Description:

Edmond Public Schools Foundation (EPSF) seeks an enthusiastic, self-motivated and creative intern to support and grow our social media and marketing efforts. This position offers a unique opportunity to quickly gain knowledge and experience on the day-to-day efforts necessary to help non-profit organizations with their public relations, marketing, and event initiatives. The intern will work directly with the Executive Director, committee volunteers and occasionally interface with teachers and students. Those with strong writing skills, an interest in public relations, marketing and event planning as well as nonprofit initiatives are particularly encouraged to apply. Interns will:

- Assist in creating a communications plan
- Create a social media and communications calendar
- Create social media content across platforms (Facebook, Twitter, Instagram, LinkedIn and YouTube) and increase engagement
- Create monthly communications engagement reports
- Utilize HootSuite to schedule various posts
- Create monthly newsletter to various stakeholder groups
- Update distribution lists in MailChimp
- Work with the Executive Director on special event marketing and promotional materials
- Attend committee meetings
- Occasionally update the web site
- Update blogs and procure monthly guest bloggers
- Assist with creating slideshows and videos
- Collect impact stories to be utilized across all marketing platforms
- Write donor and volunteer spotlights
- Write press releases as needed
- Other duties, as assigned

### Job Requirements:

- Excellent written and verbal communication skills
- Strong social media proficiency with the ability to analyze social media data and impact
- Excellent organization
- Creative thinker and problem solver
- Willingness to be flexible
- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- High energy; commitment to the education and nonprofit professions
- Ability to multitask, handle details, and work independently

**Salary:**

- This is an unpaid internship
- This position will offer students the opportunity to build their marketing and communications portfolio while bringing their classroom knowledge into a professional working environment
- Interns will also have the opportunity to broaden their knowledge of the nonprofit sector
- School credit must be arranged with your school

**How to Apply:** Send your resume to [deanna.boston@edmondschools.net](mailto:deanna.boston@edmondschools.net)

**Deadline:** Applications accepted throughout the year