

COMMUNICATIONS INTERN JOB DESCRIPTION

SUMMARY

Responsible for assisting Elijah Rising in the development and implementation of its marketing, and public relations strategy. This will be accomplished through utilizing social media, online marketing, and creativity.

OBJECTIVES

Marketing

- Create content to post on Elijah Rising social media accounts.
- Assist with creating a social media strategy for Elijah Rising.
- Assist with photography at events and photos for marketing use.
- Creating photos of products for online store.
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Support marketing in daily administrative tasks.
- Participation in regular meetings with staff.

PR

- Assist with updating and managing the media directory.
- Assist in the process of creating press releases.
- Assist with contact segmentation for communications purposes.

QUALIFICATIONS

- Understanding of design/typography a plus.
- Ability to work sensitively with diverse populations
- Completed or working towards a college degree, preferably in a related field
- Strong communication skills both verbal and written
- Must be computer literate (knowledge of Word, PowerPoint, Excel, Google Docs, etc.)
- Self-motivated, good organization and interpersonal skills
- Ability to multitask and prioritize
- Ability to ensure confidentiality
- Ability to travel to different location for meetings, appointments, etc.