

Communications Internship

Vital Communities seeks an intern to support its Communications Office.

VC Mission Statement: Engages Upper Valley citizens, organizations, and communities in creating solutions to our region's challenges.
Responsible To: Communications Manager
Effective Date: Flexible, May-September 2017
Status: 20-30 hrs/wk. Small stipend available.

To Apply: E-mail resume, cover letter, and a brief writing sample to SCottingham@VitalCommunities.org.

Background: Vital Communities seeks a Communications Intern to support communications projects and social media for the organization. This position will be office-based, with opportunities for some work to be performed remotely.

Essential Duties and Responsibilities of Communications Intern

The Communications Intern will support all aspects of Vital Communities' communications activities, including program-specific outreach and social media. The intern will work together with the Vital Communities Communications Manager on some of our regular projects, like our monthly e-news, and on some exciting new ideas (dependent upon skill and interest).

Communications Intern Responsibilities (20-30 hours/week)

- Manage Vital Communities' day-to-day Facebook presence, condensing stories from longer articles into shorter pieces appropriate for social media.
- Draft content for newsletters, annual reports, blog posts, and articles.
- Update the Vital Communities' WordPress blog.
- Other duties as assigned.

Minimum Expectations/Qualifications:

Applicants **MUST** have:

- Reliable transportation to Vital Communities' offices in White River Junction
- Local housing available

Desired Skills Include:

- Interest or experience in marketing or journalism
- Excellent writing skills
- Familiarity and comfort with Facebook and Instagram
- Ability to develop content of various lengths and types for a variety of media
- Understanding of discretion and tact in representing an organization
- Ability to pick up new tasks quickly
- Experience with WordPress preferable but not required

General Expectations of All Staff and Interns

- Understand and support the mission of Vital Communities as expressed by the Board.
- Network with allied organizations and initiatives.
- Coordinate and integrate efforts with staff working on other Vital Communities programs.
- Greet the public through all channels of communication with courtesy and respect.
- Work in a safe manner and report any safety hazards to the Executive Director.
- Maintain individual work station and office in a clean, attractive manner.
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality, and resource utilization.
- Strive to upgrade old skills and learn new ones.
- Employ good communication skills by sharing information, listening to others, and giving positive input.
- Work as a team member by helping others and making suggestions for improvements.