



Marketing & Communications Intern

Spring Semester 2021 (January-May)

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Marketing & Communications Intern** will support the Development team in enhancing GVP's brand and online presence through storytelling, strategic messaging, and marketing best practices. In spring 2021, the internship will focus on: expanding GVP's capacity on social media for collaboration and social justice education; developing GVP's presence on Twitter and LinkedIn; and assisting with developing and executing marketing components for our spring gala and other special events. Our commitment is to train the intern on several aspects of marketing and communications to provide them the opportunity to gain tangible, transferable skills in developing marketing strategy, executing digital storytelling, managing a brand, and assisting with event planning.

Intern responsibilities may include:

- Developing strategy and content for GVP's social media audiences that speaks to social justice issues relevant to GVP's work and impact, including educational equity, refugee and immigrant rights, gender equity, racial equity, and more.
- Researching other influential social media accounts for opportunities to collaborate
- Assisting with GVP's overall social media strategy and management to enhance our position as a thought leader in the field of refugee girls' education
- Collaborating with Development Team to plan GVP's virtual Tribute to Education Gala by assembling materials, creating graphics, and supporting on event day
- Assisting with direct mailing of appeals to the GVP community
- Other duties as assigned

Specific schedule requirements: Requires 8-10 hours per week within the hours of 9 a.m. to 5 p.m., Monday through Friday. Occasionally this intern may be asked to attend virtual events outside of traditional business hours.

Required qualifications:

- Meticulous and a close attention to detail, with the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- Passion for social justice education
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a collaborative and inclusive environment
- Proficiency in Google Drive

Preferred qualifications:

- Experience with Facebook, Twitter, Instagram, and LinkedIn
- Strong copywriting and editing skills
- Strong eye for visual design
- Previous experience working with refugees or in any multicultural environment

Interested persons should send resume and contact Jennie Jiang, Marketing and Communications Specialist, at jjiang@globalvillageproject.org.

****This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.**