



Marketing & Communications Intern

Summer 2021 (May - July)

Global Village Project is an accredited, non-profit middle school in downtown Decatur 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 summer 2021, the internship will focus on: assisting with developing and executing marketing components for our summer fundraising campaign; enhancing GVP's storytelling efforts; and expanding GVP's capacity on social media for collaboration and social justice education. 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:

- Collaborating with the Development Team to plan GVP's summer fundraising campaign centered around World Refugee Day by assembling materials, creating graphics, and promoting on social media
- Developing a strategy for GVP's social media that enhances our position as a thought leader, through social justice-oriented content on issues such as educational equity, refugee and immigrant rights, gender equity, racial equity, and more.
- Researching other influential social media accounts for opportunities to collaborate
- Contributing to GVP's monthly newsletter by interviewing alumnae, GVP staff, or other stakeholders and writing articles that capture individual journeys and program updates in compelling ways
- 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.

Internship timeframe: May 15, 2021 to July 31, 2021.

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

Other skills that would be helpful (but aren't required) include:

- 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 their resumes to Jennie Jiang, Marketing and Communications Specialist, at jjiang@globalvillageproject.org.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation. GVP believes that diversity, equity and inclusion are essential elements of a 21st century education and a culture of collective community.

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