



Marketing & Communications Intern

Fall Semester 2022 (August-December)

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 fall 2022, the internship will focus on: expanding GVP's capacity on social media for collaboration and social justice education; developing GVP's presence on Instagram, Facebook, 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 is relevant to GVP's work and impact, including educational equity, refugee and immigrant rights, gender equity, racial equity, and more.
 - Creating graphic design images with Canva for social media content
 - 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 the Development Team to plan GVP's Welcome Walk by assembling materials, creating graphics, and supporting on event day - Saturday, November 5, 2022
 - Writing AP style content for newsletters and 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 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 inclusive and equitable 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, Instagram, and LinkedIn
- Strong copywriting and editing skills
- Strong eye for graphic design
- Previous experience working with refugees or in any multicultural environment

Interested persons should send resume and contact Erikah Swift, Marketing & Communications

Specialist, at eswift@globalvillageproject.org.

**This internship may qualify for a paid stipend of \$500 per semester.. Intern positions are open until filled.

College credit can be arranged.