



Executive Communications Intern

Spring Semester 2023 (February-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 **Executive Communications Intern** will support the CEO and Head of School in elevating GVP's messaging and online presence through digital storytelling, marketing best practices, and thought leadership. In spring 2023, the internship will focus on: expanding GVP's presence on social media; developing GVP's presence on Instagram, Facebook, and LinkedIn; and assisting with project management for the spring Tribute to Education fundraising gala. 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 content creation, event planning, and brand management.

Intern responsibilities may include:

- Developing content for GVP's social media platforms 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 messaging to enhance our position as a thought leader in the field of refugee girls' education
- Supporting Marketing & Communications Specialist with event photography as needed
- Collaborating with GVP's Development Team to plan the Tribute to Education Gala by supporting logistics and planning, creating marketing materials, and supporting on event day (April 23, 2023).
- 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 8:30 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:

- Close attention to detail, with the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- Interested in content creation and social media
- Passion for education equity and girls' 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 in any multicultural environment
- Bachelor degree seeking student majoring in Mass Communications/ Marketing/Digital Media, or related fields

Interested persons should send a 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.