



## **JOB DESCRIPTION**

Position: **Communications Intern**

Classification: Intern

Status: Part-time

Reports to: Communications Director

Location: Tacoma, WA

Updated: June 2022

## **POSITION SUMMARY**

An effective, creative communicator who is attentive to detail, the **Communications Intern** will assist with developing social media content; building a story and image bank; archiving and organizing; and other comms duties as assigned.

Self-motivated and detail-oriented, the Communications Intern will support the Communications Director and play a key role in helping to ensure that DoC communications and storytelling are effective, authentic, and impactful.

The Communications Intern will gain valuable experience in communications storytelling, planning, strategy, and management. They will deepen their organizational skills and understanding of how non-profit organizations operate.

## **EXAMPLES OF SPECIFIC RESPONSIBILITIES**

### **SOCIAL MEDIA**

- Use design software and tools to develop graphics and campaigns.
- Develop short-form video and other innovative social media content.

### **STORY & IMAGE BANK**

- Support the Communications Director in identifying and capturing powerful stories for the organization.
- Help recognize photo and video opportunities and arrange shoots.

### **ARCHIVING**

- Assist in organizing DoC's extensive media collection.
- Assist in organizing new, creative materials for future use.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Commitment to the mission and values of Degrees of Change.
- Pursuing a college degree.
- Deep commitment to educational, racial and economic equity.
- Effective, creative communicator with strong presentation and writing skills.
- Skill and interest in visual storytelling and design; familiarity with design software like Canva.
- Self-motivated, detail-oriented, flexible and receptive to constructive feedback.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

**TO COLLEGE AND BACK. TOGETHER.**

We prepare diverse, homegrown leaders to succeed in college and use their degrees to build more vibrant and equitable communities.