COMMUNICATIONS & EVENTS INTERN

StriveTogether is a national, nonprofit network of more than 70 communities focused on supporting the educational success of every child, cradle to career. Using a rigorous approach to accelerate progress and sustain success in education, we coach and connect partners across the country to focus efforts and get better results. Together, we work to measurably improve six goals from cradle to career.


POSITION SUMMARY

The Communications & Events Intern is responsible for assisting StriveTogether team members with communications, network events and administrative duties. The ideal candidate must possess excellent collaboration and project management skills as well as orientation to detail. This individual must be innovative, self-motivated and committed to the StriveTogether mission. This non-exempt position reports to the Operations Manager. This 15-20 hour/week position is term limited for the fall, September-December 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communications:

- Help with managing newsletters, including finding, writing and assembling content in MailChimp
- Update and post content to newly relaunched website
- Assist with collateral and branded materials project
  - Audit and organize materials, including PowerPoint presentations
  - Audit and organize assets (images, videos, etc.) and identify needs
- Create presentations in PowerPoint for organization’s largest national event
- Provide support as needed with social media content

Network Events:

- Provide support for planning and executing organization’s largest national event
- Capture and share notes from key planning meetings
- Organize partnership data
- Prepare training materials and supplies for the facilitators of StriveTogether’s Leadership Program (STLP) and Impact & Improvement Network (IIN)
- Assist with coordinating and communicating logistical details for events

Other Duties as Assigned:

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.
QUALIFICATIONS

Required:

- Candidates must be enrolled as undergraduate or graduate students at an accredited university
- Ability to learn quickly and adapt to changing priorities
- Ability to work as a team player
- Self-starter with high attention to detail
- Strong time management, decision-making and problem-solving skills
- Strong written and verbal communications skills
- Ability to effectively use or learn multiple technology applications or programs (Microsoft Word, Excel, PowerPoint, Adobe Creative Cloud, survey software, etc.)

Preferred:

All majors will be considered, but preferred majors are: communications, English, business and education.

CONTACT WITH OTHERS

Must be able to work with and around others on a regular basis. Those people include, but are not limited to, employees of all levels within the organization, school leaders and superintendents, leaders and members of other organizations, consultants, customers and vendors.

CONFIDENTIAL DATA

This position will have access to sensitive and confidential information, and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business-related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand at files, bend, stoop, lift and walk. Maximum unassisted lift is 35 lbs. Average lift fewer than 10 lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

To apply for the position, send your resume and cover letter to ungruhej@strivetogether.org.

StriveTogether is an equal opportunity employer.