



Job Title: Communications Intern
Classification: Exempt
Department: Communications and Marketing
Reports to: Chief Digital Officer

Job Summary:

This position is responsible for working on key communications functions for CAFB, reporting to the Chief Digital Officer.

The Communications Intern must thrive in a fast-paced environment with limited supervision, and quickly comprehend and act on changing priorities when necessary. The person in this position must demonstrate superior customer service, interpersonal and written and verbal communications skills.

Major Responsibilities/Activities:

Communications/Media Relations

- Must be able to write, edit and report by collecting news through external and internal sources.
- Interview industry sources to obtain editorial material with emphasis on Feeding America.
- Interview internal departments to obtain editorial material on programmatic and operational news.
- Assist in pitching story ideas to mainstream media.
- Use social media when appropriate for advancing messaging
- Assist in responding to media requests for information, after conferring with Manager
- Assist in the coordination of media events, including news conferences, media tours, TV segments and print interviews

Cause Marketing

- Assist in promoting events through both mainstream and social media.

Publications

- Act as writer and editor for marketing and communications vehicles, both on and offline

Internal Communications

- Work with department team to establish and publish timelines for communications projects and an editorial calendar

- Write, produce and edit marketing communications materials for internal departments as requested, including PowerPoint presentations.

Minimum Requirements:

- Minimum age requirement 18
- Working toward a BA in Communications, Public or Media Relations, Journalism or related degree
- Reliable transportation to and from the CAFB's main distribution center in NE Washington, D.C.

Knowledge, Skills, Abilities:

- Ability to manage multiple stories in a fast-paced, deadline-driven environment
- Superior written and oral communications skills
- Strong editing skills
- Basic Microsoft Office computer skills
- Basic design/layout experience (Adobe Photoshop, Adobe InDesign, Microsoft Publisher)
- Some project management experience preferred
- Passion, Integrity and Energy!

Work Environment & Reporting:

- Work is part-time 20 hours/week
- Normal business office, with frequent tight deadlines
- Working hours are flexible as long as they are within Monday – Friday from 8:30 am to 5:30 pm timeframe. Some evenings are required.