

## **Communications Specialist Internship Description**

FreeState Justice seeks an energetic, organized, and detail-oriented specialist in communications. The Communications Specialist will work directly under the supervision of the Development Director, in coordination with the Director of Education and Outreach, to improve our remote work efficiencies and community outreach initiatives, particularly now while working during a pandemic and the implications and adjustments in needs this has on the LGBTQIA+ community in Maryland by maintaining and growing our online presence. Successful candidates will possess strong organizational skills, be committed to serving low-income LGBTQ+ people, be committed to using an intersectional lens, and possess skills outlined in the work description.

**Location:** Maryland location preferred; remote is acceptable.

**Supervisor:** Development Director

**Schedule:** This intern can expect to dedicate 10-20 hours per week on a flexible schedule.

**Responsibilities** - This intern will be responsible for:

- Copywrite, create, draft, compile, post, and maintain print and web materials, including organization publications, press releases, annual reports, web pages, blog posts, social media posts, etc.
- Maintain and grow our web presence through digital marketing and analytic reporting strategies, including updating the website; managing social media; promoting FreeState in the news; assisting with designing infographics flyers, e-newsletters, action alerts, event/training/workshop promotion, and other web-based materials;
- Adapting our educational and outreach materials to be accessible both in-person/printing and virtual/online format (e.g. ensuring our training activities can be easily adapted in various facilitation formats, addressing accessibility needs in terms of online documents, etc.
- Contributing ideas/drafts on restructuring FreeState's website/other online accounts to increase usability.
- Create virtual town halls, IG Lives, and other innovative meetings to open to community members as a space to hear current community needs, barriers, and identify ways to address these with FreeState team;
- Collaborate on Development projects to ensure current community voices and opinions are represented in our Growth Campaign.
- Other duties as assigned.

**Qualifications:** An ideal candidate will possess the following qualities:

- Deep understanding of issues that affect lesbian, gay, bisexual, transgender, and queer communities, especially those who are youth, low-income, or of color;
- Demonstrated experience with social media, such as Facebook, Twitter, Instagram, and LinkedIn;
- Proficiency with Microsoft Office suite;
- A passion for getting and staying organized;
- Systems-oriented thinking;
- Complex problem-solving skills;
- Ability to multi-task in a fast-paced environment;
- Strong time management skills;
- Excellent interpersonal skills;
- Strong attention to detail.
- Self-motivated individual who takes initiative;
- Strong verbal, written, and interpersonal communication skills.
- Works well collaboratively across teams.

**Skills Gained through this internship:**

Networking, content creating, public speaking, subject matter expertise in LGBTQIA+ topics, oral and written communication skills, data management strategy, form development, information technology strategy, non-profit operations.

**Compensation:** This is an unpaid internship. We are willing to collaborate with interested individuals to secure external funding, course credit, or recognize work as an in-kind service donation.

**Application Process:**

Resumes, a brief cover letter, and 500-word writing sample of your choice should be submitted through our online internship application form located [here](#). Applications will be accepted, reviewed, and selected on a rolling basis unless otherwise noted on the online application form.

Transgender people, disabled people, Spanish speakers, low-income and upwardly mobile people, people of color, especially Black & Indigenous folk, are strongly encouraged to apply. Current or former Maryland residents are strongly encouraged to apply.

**Equal Opportunity Employer:** FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law.