

**Job title**

Communications Intern

Department

Communications

Reports to

Vice President, Marketing & Communications

Supervises

N/A

FLSA status

Non-exempt

Hours15-20 hours per week
(Typically, weekdays between 9 am - 5 pm;
occasional evening or weekend work.)**Internship length**

Summer 2022

Austin Community Foundation is the catalyst for generosity in Austin. The Foundation brings together philanthropists, dollars and ideas to shape Austin's future. As a trusted local partner, ACF stewards approximately \$440 million in assets in more than 1,300 charitable funds. The work and leadership of Austin Community Foundation is focused on closing the opportunity gap through advancing economic security and affordable housing, pooled resources and data-driven grantmaking. Since its creation in 1977, the Foundation has granted more than \$450 million to nonprofits across Central Texas and beyond.

The Foundation's physical office closed in March 2020 due to the COVID-19 pandemic. Employees may select an in-office or hybrid work environment as office reopening plans continue to be implemented.

Job summary

The Communications Department is charged with developing communication strategies and telling the Foundation's unique story to key audiences in Central Texas in order to further the Foundation's goals. The Communications Intern works with the Communications Department to accomplish the strategic communications goals of the Foundation.

Essential duties and responsibilities include the following. Other duties may be assigned.

The Communications Intern position offers the opportunity to develop creative communication strategies to increase awareness and relevance of the Foundation in Central Texas across digital media platforms. The intern also assists with photography needs for marketing and events.

- Assist with planning and content creation to promote Austin Community Foundation through digital content for web, email, and social media.
- Analyze social media insights and data to optimize content.
- Research and remain up-to-date on emerging digital media and nonprofit marketing trends.
- Research, conduct interviews, take (or gather) photographs and write 5-10 stories about ACF donors, nonprofit partners, and other topics as assigned to be published and promoted on ACF digital media channels.

- Help plan and create content for upcoming fall campaigns in support of ACF's signature programs, Women's Fund and Hispanic Impact Fund.
- Provide administrative support as needed.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Job requirements and qualifications

Experience

- Real world experience and/or current or previous study in digital media, communications, marketing, public relations, advertising, or other related discipline.

Training requirements (licenses, programs or certificates)

None required.

Other knowledge, skills and abilities

- Excellent written and spoken communication skills.
- Strong written and spoken communication skills. Experience writing for multiple platforms a plus.
- Possess a high degree of accuracy and attention to detail. Excellent organizational and workload prioritizing skills.
- Ability to manage multiple priorities simultaneously and meet designated deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point, etc.)
- Experience with social media platforms (Facebook, Instagram, LinkedIn, Twitter, YouTube); experience with email marketing platforms preferred.
- Experience with Canva and/or Adobe Creative Suite preferred.
- Applicants not currently located in Austin, Texas will be responsible for covering all expenses associated with relocation to Austin (i.e. travel, lodging, transportation, etc.).
- Commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information

- Hybrid office setting (both in-person and remote work expected)
- Work in clean, pleasant, comfortable office setting.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay: \$15.00 per hour.

To apply for this position, please submit your resume and cover letter to Misty Whited at mwhited@austincf.org. Position will remain open until filled. No phone calls, please.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.