



Communications & Marketing Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

If you are creative, collaborative, inquisitive, and enthusiastic about meaningful storytelling, impactful communication, and participating in various projects simultaneously, you might find the Communications & Marketing Intern role at Tubman the right one for you! In this role, you'll collaborate with Tubman's Communications team to create marketing materials, update Tubman's website, develop internal and external communications, create internal communications plans, contribute to multiple projects related to events (including our annual gala), and have a direct impact on how Tubman is presented to the community.

Impact & Benefits

- Have a direct impact on increasing awareness of and support for Tubman's services, which help about 17,000 people each year
- Learn the ins and outs of a marketing and communications department within a nonprofit
- Create marketing materials with broad reach that can be used in your portfolio

Position Responsibilities

- Update Tubman's website as needed, including content creation with graphics and photos
- Assist in the creation and updating of marketing collateral for Tubman's services and upcoming events
- Collaborate with Tubman's Development department managing multiple project tasks related to our annual gala, the Starlight Soirée
- Research and create engaging content for blogs, social media platforms, and newsletters
- Assist the Communications & Marketing Manager with social media content calendar management
- Update internal communications documents

Qualifications & Expectations

Position Qualifications:

- Professional or academic background may include but is not limited to Marketing, Communications, or English
- Excellent communication skills, attention to detail, and ability to meet deadlines
- Experience managing multiple projects concurrently
- Excellent editing skills with eagerness to learn the nuances of preferred language used in this sector
- Working knowledge of Canva and MS365
- Ability to work with diverse teams and foster a culturally inclusive environment

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.

**Time Commitment & Availability**

- Weekday, daytime hours, 8-10 hours a week; minimum 3-month commitment, preferred 6-month commitment

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Reports to the Director of Communications, with a dotted reporting line to the Communications & Marketing Manager

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

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