



UNPAID COMMUNICATIONS INTERN POSITION

Want to be a change-maker? Want to develop leadership and communications skills that will help your career aspirations? Are you passionate about social justice and human rights? Then you're the person we need to help make Georgetown a "**Beloved Community!**" The **mission** of Courageous Conversations Georgetown, TX, is to promote a culture of justice and compassion in Georgetown for people of all races and economic, religious and ethnic identities. Our **vision** is that we will create in Georgetown what Dr. Martin Luther King Jr. called "a Beloved Community" of compassion, characterized by cross-cultural communication, collaboration, celebration and courage.

Position:

Communications Intern (part time); an opportunity to enhance your resume with real-world experience prior to full-time employment.

Duties:

- ♦ Perform a variety of assignments to support the CCGTX movement, reporting to the Chair of the Communications Group and working with members of that group.
- ♦ Assist in researching and writing articles/newsletters and formatting and electronically disseminating them using MailChimp or comparable software.
- ♦ Assist with web page content upkeep and maintenance, and social media communications and monitoring.
- ♦ Work with graphic designer to create print collateral materials (programs, flyers, brochures).
- ♦ Assist with maintaining database(s) of communications recipients and other target groups/publics.
- ♦ Help maintain a calendar of events accessible on the web page.
- ♦ Assist with special events including meetings, assemblies, training sessions and retreats.
- ♦ Assist with web page registration of events, using EventBrite.
- ♦ Interact with other CCGTX Learning/Action Groups and Operational Groups.

Qualifications: The ideal intern is first and foremost a person with a passion for justice and compassion for all people, a person willing to help CCGTX build "a beloved community" in Georgetown. Also, the ideal intern is a person looking for an opportunity to improve his/her skills and gain valuable hands-on experience in communications.

Other qualifications:

- ♦ A college student majoring in communications, public relations, marketing, advertising or journalism (CCGTX would assist candidates in trying to arrange college credit for their internship)
- ♦ Strong writing and oral skills and experience using such programs as InDesign, Photoshop, Illustrator and PowerPoint
- ♦ Reliable and flexible; organized; self-starter
- ♦ Ability to quickly learn new software for web design and electronic email distribution
- ♦ Must have own laptop or PC

Hours: 15-20 hours a week, flexible. This position has no salary or benefits.

Questions and to apply: Contact Katherine Kerr at katherinekerrpr@gmail.com.