POSITION DESCRIPTION

Position: Communications Intern
Location: Washington, D.C.
Supervisor: Communications Coordinator
Organization: National Farmers Union, Washington D.C.

OVERVIEW

The Communications Intern is responsible for support of the communications department by performing a range of administrative support duties of a highly responsible, autonomous, confidential and deadline-oriented nature. The program is a well-rounded learning experience in how to maintain relationships with members of the media, write for various types of traditional and new media, manage social media platforms, and plan, execute and cover organization events. In addition to daily tasks, interns will be given long-term projects to complete individually and in collaboration with the Communications Coordinator. The successful applicant will have an understanding of the policy and communications vehicles of National Farmers Union.

PRINCIPAL DUTIES

• Create content and assist with the management of NFU’s social media platforms – Facebook, Twitter, Instagram, Flickr and YouTube.
• Create content and assist with distribution of NFU publications – NFU E-News (online), NFU News (print), Farmer’s Share, Washington Corner, Blog, Fact Sheets.
• Assist with the NFU 2016 Photo Contest.

ADDITIONAL DUTIES

• Assist with internal NFU and state Farmers Union staff and member communications.
• Work with Communications Department and NFU leaders to create and publish written materials.
• Assist with event management and act as photographer, videographer.
• Assist in the creation of materials for and execution of a monthly marketing plan.
• Participate in monthly conference calls with state communications directors and/or state presidents.
• Assist with general administrative duties.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of management.

EXPERIENCE/QUALIFICATIONS

Must be enrolled in or graduated from an accredited college or university, and pursuing or pursued a degree or credentials in communications, public relations or a related field. Must be computer proficient. Previous social media experience preferred. Graphic design basics a plus.
PERSONAL SKILLS/ATTRIBUTES

• Excellent written and verbal communications skills.
• Possess a passion for advocacy communications.
• Ability to work in a team oriented environment.
• Excellent organizational skills.
• Analytical skills and ability to solve problems through strategic planning.

STIPEND

• $500 per month

HOW TO APPLY

• Interested applicants can apply by sending an email to ajerome@nfudc.org with a cover letter and resume. Please include "Communications Internship" in the subject line of the email.