



## **Spring/Summer Marketing and Communications Intern**

**Location:** Baltimore, Maryland

**Reporting Relationship:** Director, Marketing and Communications

The vision of the National Summer Learning Association (NSLA) is for every child to be safe, healthy, and engaged in learning during the summer. To realize this vision, our mission is to connect and equip schools, providers, communities, and families to deliver high-quality summer learning opportunities to our nation's youth to help close the achievement gap and support healthy development.

The National Summer Learning Association serves as a network hub for thousands of summer learning program providers and stakeholders across the country, providing tools, resources, and expertise to improve program quality, generate support, and increase youth access and participation. We offer professional development, quality assessment and evaluation, best practices dissemination and collaboration, and strategic consulting to states, school districts, community organizations, and funders.

NSLA seeks an **intern for their marketing and communications department**. This is an amazing learning opportunity for a college student or recent college graduate. You will gain a solid understanding of not only marketing and communications, but also experience working in a nonprofit environment. You will also have the exciting opportunity to work on a high-profile summer learning initiative through NSLA's collaboration with the White House and the U.S. Department of Education.

If you are passionate about working to advance the mission of socially significant causes, have a passion for creative marketing and communications, can work independently but also enjoy team work and collaboration, are highly motivated, and have a sense of humor, we want to hear from you!

The Marketing and Communications Intern will work under the immediate supervision of the Marketing and Communications Director in addition to other key staff as needed.

Key responsibilities:

- Maintaining organizational websites and supporting build out of content across NSLA's digital assets
- Implementing traditional and social media strategies and tracking issues, NSLA mentions
- Managing constituent partner and media lists/opportunities/activities for outreach
- Copyediting of regular outbound communications
- Updating editorial calendar
- Facilitating requests for information
- Supporting the writing and designing of print materials and other marketing collateral to support special projects, events and convenings

- Supporting the promotion of conference and Summer Learning Day through e-newsletters, social and traditional media, blogs and other communications strategies
- Maintain info@ inbox
- Update email archive
- Organizing digital files in the organizations shared drive
- Other duties as assign by key staff members

**Qualifications** – Current enrollment in, or recent graduation from undergraduate or graduate program of study; major or specialization in Communications, Public Relations, Marketing, Journalism, English; or relevant experience preferred

**Experience** – copyediting; content management systems; database management; social media experience with Facebook, Twitter, Instagram and LinkedIn; Microsoft Suite (Word, PowerPoint, Excel, Publisher); some working knowledge of graphic design (Adobe InDesign) and video editing desired, but not essential

**Duration** – Winter/Spring 2016; Summer 2016

Internship duration is three months each, with the possibility of the spring intern staying on for the summer. Start/end dates and work days/times are flexible.

**Schedule** – Part-Time

**Compensation** – Stipend Offered

**Application instructions** - Please email cover letter, resume and at least 2 writing samples in confidence to [jobs@summerlearning.org](mailto:jobs@summerlearning.org) (no calls please).

*NSLA is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply.*