

INTERNSHIP DESCRIPTION

Internship Title: Digital Media Intern, Outreach and Education Department

Reports to: Director, Outreach and Education

Classification: Intern, unpaid

Summary

The Digital Media Intern will engage in a variety of activities to support outreach and awareness and general communication efforts at The Rape Crisis Center. The intern will engage internal and external audiences through the delivery of key messages using digital platforms to raise awareness about The RCC work and vision and elevate The RCC profile in the community. This internship requires a high level of technical and digital media communication knowledge and skill, as well as a desire and ability to work with diverse populations. The intern will be expected to develop a thorough understanding of RCC services and basic knowledge of anti-sexual violence work.

Responsibilities

Social media management- Intern will curate content for The RCC social media platforms, Facebook, Instagram and Twitter. Intern may collaborate with The RCC staff for content creation. Intern will post content across channels every other day at a minimum.

Website management- Intern will maintain The RCC website, including posting and updating calendar events, employment opportunities, volunteer/intern content, fundraising information and any other related information as needed. Intern will work with the Community Engagement Coordinator to determine those tasks deemed so technical they require the assistance of an outside consultant.

Marketing/promotional material design (digital and print)- Intern will create marketing and promotional communication products for The RCC as needed. Intern may collaborate with The RCC staff to fulfill requests for materials and/or to design products as they see fit.

Meeting participation- Intern will participate in department meetings and agency staff meetings and will be included in discussions relevant to our work.

Networking- Intern may participate in coalition and community meetings and share updates from meetings with department staff. Professional networking that extends The RCC's reach into targeted areas of the community will also be encouraged.

Qualifications

- An understanding of and empathy for survivors of sexual violence
- Digital media/technical communication skills
- Excellent written and oral communication skills
- Enthusiasm for community-based work
- Ability to maintain professional integrity and confidentiality
- Participate in outreach activities and RCC-sponsored events
- Responsive to work-related correspondence

For more information, call Janeshka Almaguer at 210-293-9915