



Paid Communications Intern - Girl Scouts of Manitou Council

Position Summary: We are looking for an enthusiastic student who is planning to or currently pursuing a degree in communications, marketing, journalism, or a related field. The communications intern works with the Director of Communications on marketing, communications, and public relations projects and efforts.

Classification: Seasonal / Part-time / Hourly Pay

Duration: end of May – end of August, start and end dates are flexible

Hours: 20-25 hours per week. Flexible daily schedule and hours. Unlikely, but some nights and/or weekend days may be required.

Salary: \$14-\$18/hour. Intern may also be eligible to receive course credit for this internship through their school, but it is the intern's responsibility to pursue this option through their school or university.

Major Accountabilities:

- Social media (gathering content, drafting, scheduling, coordinating, photography, filming, tracking analytics, etc.)
- Communications projects, including: copywriting, editing, updating webpages, creating e-newsletters and email content, etc.
- Photography and videography
- Promoting programming and events both to our members and to the communities we serve
- Other duties as requested
- This is a learning position, so we do not expect the successful application to necessarily be able to complete all the Major Accountabilities without some learning and assistance

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills
- Possesses creativity, flexibility, variety, and growth potential
- Complete tasks demonstrating attention to detail, accuracy, and thoroughness
- Dependable, reliable team player with the ability to collaborate effectively

Qualification:

- Recent high school graduate, college student, or recent college graduate
- Pursuing a degree in marketing, communications, journalism or a related field

Physical/Other Requirements:

- Ability to travel throughout the council in a personal vehicle.
- Ability to lift and transport up to thirty (30) lbs.
- Accept the Girl Scout Promise and Girl Scout Law and maintain Girl Scout membership.

To Apply:

Deadline to apply March 29, 2024. Please submit a resume to Cassie Brown, Director of Communications at cassie@gsmanitou.org. Samples of work and/or cover letters can be included, but are not required.