



Position

Communications and Social Media Intern

Summary Description

The AAUW Communications Department is seeking a talented undergraduate or graduate student as an intern to assist with communications projects.

The American Association of University Women (AAUW) advances equity for women and girls through advocacy, education, philanthropy, and research. Since 1881, AAUW has been one of the nation's leading voices promoting education and equity for women and girls.

This internship is paid, and is ideal for students or recent graduates who are passionate about women's issues and looking to get a foot in the door of the world of women's rights or careers in communications, social media, public relations, PR or any aspect of amplifying an organization's presence.

A minimum of 20 hours per week is strongly desired and preference will be given to interns with greater availability. The internship can be used for academic credit.

Essential Duties

- Writing/editing copy for print and online publications
- Updating AAUW materials so they remain current
- Creating copy for AAUW e-communiqués
- Tweeting, blogging, Facebook updating and other social media updates and releases
- Researching and writing for AAUW programs
- Collaborate with AAUW Communications team members on ideas and strategy for social media and other special projects

Special Projects

- Assistance on AAUW's get-out-the-vote campaign
- Assistance on coordinating and hosting events

Minimum Qualifications

- Excellent writing skills and copy editing skills (AP style preferable)
- Proficiency with Microsoft Office applications (Word, PowerPoint, Publisher, Excel)
- Past/ongoing studies in communications, social media, or marketing
- Strong oral communications, interpersonal, and organizational skills
- Ability to multitask and meet tight deadlines
- Ability to work independently and within a team
- Strong interest in women's equity and social justice issues
- Good sense of humor and occasional flexibility to attend evening events

Additional Skills

- Video and video editing skills a plus
- Familiarity with use of Flip Camera for capturing short video material
- Familiarity with social media and social networking is valuable

To Apply

Submit a cover letter, résumé, and a writing sample to yaghoubiana@aauw.org with the subject line Communications.