



## Communications/Marketing Intern Position Description

**Job Title:** Communications/Marketing Intern  
**Reports to:** Communications Coordinator  
**Job Location:** Con Mi MADRE's office at the School of Social Work at the University of Texas at Austin  
**Work Week:** 8-10 hrs./week; some nights and weekends

**POSITION OVERVIEW:** Con Mi MADRE's mission is to empower young Latinas and their mothers through education and support services to increase preparedness, participation, and success in postsecondary education. The Communications/Marketing Intern will work on specific projects to ensure exceptional communication between Con Mi MADRE and its constituency including local media, donors, and partnering organizations. The Intern will help increase our social media footprint as well as represent Con Mi MADRE at special events. Overall, the intern will learn effective marketing strategy from conception to execution and get the experience of working in a flexible non-profit setting.

### OPPORTUNITIES FOR INTERN:

- Learn about communications and marketing best practices in the Austin, Texas non-profit sector.
- Develop skills in graphic design, marketing, and promotion.
- Learn to telecommute and work on a communications/marketing team.

### QUALIFICATIONS:

- Experience with desktop publishing (Adobe Creative Suite), video editing and graphic design.
- Website management and knowledge of social media management preferred.
- Excellent proofreading, grammar and sentence structure, research and interpersonal communication skills.
- A responsible, organized, creative thinker with a "can do" attitude is the ideal candidate for this internship.

### DUTIES:

- Assist the Communications Coordinator in the development, design and execution of marketing and communication initiatives.
- Design marketing materials for Con Mi MADRE with an emphasis on social media growth.
- Assist in developing press releases, brochures, email distributions, videos and other modes of marketing/communications promotion.
- Draft content for websites, e-newsletters, and other media outlets.
- Assist with posting events on community calendars
- Assist with photography and social media posting at events
- Other staff assistance as needed.

### HOURS:

- Suggested time commitment: 8-10 hours weekly. Agency is flexible on total number of hours/days worked.
- Time commitment may vary depending on Communications Coordinator's schedule and the organization's deadlines and responsibilities.

**COMPENSATION:** This internship opportunity is an unpaid position.

**HOW TO APPLY:** Please submit resume and cover letter to: [maryalice@conmimadre.org](mailto:maryalice@conmimadre.org) or mail to our main offices at 1925 San Jacinto Blvd., STOP D3500, Austin, TX 78712.

[www.conmimadre.org](http://www.conmimadre.org)