



Communications Intern Posting

About Us

The Cesar E. Chavez Legacy and Educational Foundation is a 501(c) 3 non profit organization that originally started the Chavez March for Justice. This year, we celebrate 23 years of the march and promoting events that honor the life and legacy of Cesar E. Chavez.

Summary

CECLEF seeks a dynamic, self-starter to assist our communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a community based nonprofit organization.

Essential Duties and Responsibilities

Including, but not limited to, the following.

- Assist in grant research
- Assist in planning, writing and managing monthly e-newsletter (MailChimp);
- Taking pictures at meetings, during events and managing the photo gallery
- Designing flyers, graphics, and other marketing materials for major events hosted by CECLEF;
- Updating the CECLEF website when needed (WordPress);
- Supporting CECLEF through attendance at various events;
- Capturing stories from attendees
- Other related duties, as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Firm grasp of available tools and platforms in the social media space;

- Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations);
- Previous internship or related experience in marketing or communications is a plus;
- Must be computer literate (Word, PowerPoint, Excel);
- Proficiency in Adobe InDesign, Illustrator and Photoshop is highly desired. Knowledge of HTML, CSS and graphic design is a plus;
- An effective communicator, both written and oral;
- Ability to communicate in a professional manner with press and community contacts;
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines;
- Enthusiasm for the mission of CECLEF.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1 year experience in communications & marketing;
- High School diploma, some college preferred
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership and CECLEF Board;
- Extensive successful writing and editing experiences with a variety of print and online communications media;
- Demonstrated skill and comfort in graphic design, social media, and website design.

Work Environment & Physical Demand

The work environment characteristics described here are representative of those an intern encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position primarily performs its duties indoors and is exposed to outdoors weather conditions and/or moving mechanical parts. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the intern is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. They must occasionally lift and/or move up to 30 lbs.

Position Type

Unpaid Part –Time (20 hours) *some hours can be done remotely

Location

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume to: info@ceclef.org
Please add **Communications Intern Position** in the subject line.

