



Communications Intern Job Description

ABOUT US:

[Washington Area Women's Foundation](#) is a community-supported foundation that invests in the power of women and girls of color across the Washington, DC metropolitan region.

Women and girls of color make change happen. While too often unsung, the work of women and girls of color have advanced human rights and gender, racial, and economic justice in our communities for decades. The Women's Foundation believes that by increasing resources to, and recognizing the leadership of, women and girls of color, they will ignite needed change.

To advance our mission and theory of change, we are:

- Grantmakers - We make grants to organizations that are actively pursuing gender, racial, and economic justice, and we award women and girls of color directly.
- Advocates - We center the voices and lived experiences of women and girls of color to influence policymakers and the local philanthropic sector to advance systems and institutional change with a gender, racial, and economic justice lens.

POSITION OVERVIEW:

Reporting to the Director of Communications, the **Communications Intern** will:

- Assist with developing, editing, and managing content for The Women's Foundation's website, blog, newsletter, and social media channels, to include the creation of short-form videos that highlight The Women's Foundation's work, events, and culture.
- Assist with the planning and production of The Women's Foundation's virtual webinar series.
- Monitor and track news outlets and social media platforms to identify trends, stories, and content relevant to the work of The Women's Foundation.
- Assist with the generation and distribution of monthly digital analytics reports.
- Co-develop and design presentations, as well as print and digital materials for organizational events, meetings, and campaigns.
- Support other organization and department initiatives, as needed.

SELECTION CRITERIA:

- Currently pursuing a bachelor's or master's degree in public relations, communications, marketing, or a related field or is a recent graduate (preferably within 6 months).
- Highly motivated individual with demonstrated initiative and adaptability.
- Ability to work independently with minimal supervision.
- Excellent verbal communications, writing, and critical thinking skills.
- Experience with research and the ability to identify and analyze media trends.

- Attention to detail and the ability to manage multiple tasks.
- Experience with MS Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace.
- Experience with social media (Facebook, Instagram, LinkedIn, Twitter, and YouTube) and graphic design.

HOURS & COMPENSATION:

- Hours are negotiable (minimum 10 hours; maximum 20 hours per week).
- This is an unpaid internship experience; however, the selected candidate will gain ample public relations, communications, and digital marketing experience, have the opportunity to network with internal and external parties from both the communications and non-profit industries, and receive mentorship from an experienced communications professional to ensure a learning experience tailored to their career goals.

PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO: jobs@wawf.org with Communications Intern in the subject line.

People of color are strongly encouraged to apply. While we are currently working in a remote setting, preference will be given to candidates with strong ties to the Washington, DC metropolitan area.