

Position Title: Communications Intern

Reports To: Communications Specialist

Position Summary:

Are you looking for a hands-on internship where you can take real ownership and make a meaningful impact? We've got a place for you on our team!

AgeGuide is looking for a dynamic and motivated individual to join our Advocacy & Communications team as an intern. We're looking for someone with a go-getter attitude and creative out-of-the-box ideas.

Responsibilities

- Work with Advocacy & Communications Team to craft and execute relevant content
- Write engaging and informative content for various communications channels including press releases, social media, blog posts and e-newsletters.
- Proofread reports and publications for the Ad/Comm team
- Create visually appealing graphics for various communication materials
- Edit videos to create compelling visual content that highlights AgeGuide programs and initiatives
- Brainstorm ideas to help organically grow AgeGuide's social audience
- Pitch exciting new and creative content ideas

Requirements

- Interest in giving back to the community and supporting the impact of a non-profit, mission-driven organization
- General experience using and creating in the major social media platforms: Facebook, Twitter, LinkedIn & Instagram
- Currently studying marketing, communications, social media, and/or digital marketing
- Strong writing and editing skills with the ability to create clear, concise, and compelling content
- Basic video editing and graphic design skills
- Proficient in Microsoft Office applications
- Passion for social media and an understanding of what drives success on each platform
- Ability to create content with minimal supervision
- Experience with Canva a plus
- 10-15 hours per week (flexible depending on candidate's needs)

To apply, send resume, cover letter and portfolio examples to communications@ageguide.org