



**JOB TITLE:** Communications Intern

**REPORTS TO:** Training and Communications Director

**LOCATION:** Raleigh, NC

**HOURS:** A minimum of 15 hours per week (virtual or in person)

North Carolina Coalition Against Sexual Assault (NCCASA) is an inclusive, statewide alliance working to end sexual violence through education, advocacy, and legislation. NCCASA as a statewide coalition uses a social justice framework, therefore, our work is done from a strong inter-sectional, social justice perspective. NCCASA is a member serving organization with a diverse membership that spans across NC with over 140 organizations and individual members including rape crisis centers, allied professionals, students and concerned citizens.

### **Position Summary**

The Communications Intern will work closely with the Training and Communications Director to facilitate communications, in print and digital media, that is engaging and informational while promoting the activities of the agency and staff. The ideal candidate is creative and social media-savvy with a genuine concern about sexual violence and a passion to make a difference. This candidate will have a willingness to deepen their analysis of social justice and be genuinely concerned about sexual violence with a passion to make a difference. Knowledge of basic graphic design principles and multimedia tools a plus. We request a minimum commitment of 15 hours a week, with up to 25 hours a week available. Scheduling is flexible.

### **Learning Objectives:**

- Develop and expand knowledge about sexual violence
- Deepen analysis of social justice
- Acquire logistics and event planning skills
- Manage a complex assignment from start to end
- Learn to manage websites and social media
- Improve graphic design and journalism skills

### **Major Responsibilities**

Assist with the development of internal and external communications products such as factsheets, newsletters, social media and website content, blog posts, etc. Working on specific projects as assigned, such as; support for creation of a communications plan/strategy for Sexual Assault Awareness Month (SAAM), design advertisement of the Training Institute, among others. Support with other tasks as needed.



### **Qualifications:**

- Excellent oral and written communication skills
- Proficiency in Microsoft Office Suite, including Word, Excel and PowerPoint, and the use of social media (primarily Facebook and Twitter).
- Good editing skills and knowledge of language, grammar, punctuation, and style
- Ability to work independently and productively
- Communication experience, including in Photoshop and other editing and design strategies
- Ability to balance multiple priorities successfully.
- Flexible and calm work attitude: the ability to respond effectively to changing environments yet remain productive and focused
- Ability to operate as a team member.

### **Commitment to Diversity:**

NCCASA is an equal opportunity agency and is committed to diversity. NCCASA does not discriminate based on ethnicity, creed, marital status, national origin, religion, gender identity, age, sexual orientation, and physical, emotional, or mental disability.

### **Salary:**

This internship is currently unpaid, although a small stipend may become available depending on future funding decisions. However, NCCASA encourages interns to seek academic credit or stipends when possible and will also help aid in qualifying and applying for those opportunities.

### **To Apply:**

Send cover letter explaining your background, experience and why you are interested in our internship position, and a resume to: [charnessa@nccasa.org](mailto:charnessa@nccasa.org). Applications accepted at any time.