



**ACTION FUND -
COMMUNICATIONS, MARKETING &
PROGRAM INTERNSHIP
Spring 2019**

Position

Spring 2019 - Communications, Marketing & Program Intern

Women4Change Indiana (W4CI) is an inclusive, non-partisan and grassroots organization to promote the health, safety and respect of all Hoosiers. We empower women to become voices for change on these issues in their communities. W4CI is a newly formed non-profit in Central Indiana and with plans to expand throughout the state. You can learn more about Women4Change Indiana on our website: www.women4changeindiana.org.

The Women4Change Indiana Action Fund is seeking a part-time (10-15 hours a week) Communications, Marketing & Program Intern for Spring 2019. This internship will focus on digital media, marketing, developing written content, supporting event-specific needs, as well as various program coordination needs of the organization. This internship is an excellent opportunity for a capable and committed student to practice and refine real-world communication and marketing skills, help build the foundation of a new nonprofit, and participate in a movement to engage Indiana women in civic and political life.

What is most important to us is that you have a willingness to learn new tools, grow your existing skills, and work hard at figuring it out, not that you can check every box listed below at the outset. We are looking for patience, a true desire to learn, an appreciation for the "build-the-plane-as-you-fly-it" nature of a startup nonprofit and a true passion for the mission of Women4Change Indiana!

Qualifications

Below is what we are seeking, but don't be deterred from applying if you don't happen to do all of these things yet.

- Proficiency with common digital media platforms and visual design tools, such as Eventbrite, Squarespace, Facebook, Twitter, Instagram, and MailChimp. Experience with the VAN membership database is a plus. Most important - being nimble, willing and able to learn to use tools on this list you may now know yet.
- Excellent written and oral communication skills.
- Attention to detail - being thorough and accurate.
- Organized approach - an ability to prioritize and follow through on projects.
- Values efficiency, integrity and follow-through.

- A helpful, flexible, and proactive disposition. Sometimes you will be working closely as a team member, at other times you will have the direction and instruction you need to work independently.
- Reliable!

Responsibilities

Women4Change is a rapidly evolving, start-up nonprofit. The list of responsibilities below will give you a good sense of what you'll be doing. But, it is not an exhaustive list. In our intern, we hope for a nimble and adaptive partner.

- Website maintenance & improvement.
- Administrative functions for all W4CI social media channels.
- Content curation for digital media platforms.
- Developing marketing collateral.
- Help planning a media & marketing monthly calendar.
- Communications to support specific events, programs, volunteer initiatives and the work of the new district-level chapters we are establishing.

More specific responsibilities will be developed in concert with the Communications and Community Coordinator and the Executive Director. With their guidance, we will formulate and supervise weekly or bi-weekly work-plans for your time.

Internship Information

- Position duration would ideally last through the end of the summer. Exact start/end dates negotiable, but we request a Spring-Summer commitment. This internship may have the potential to become a year-long position for the right candidate.
- Open to Juniors and Seniors with strong communications and marketing backgrounds. Previous experience in the communications, marketing and/or nonprofit fields is helpful.
- Position will be 10-15 hours / week. Exact weekly schedule to be discussed. Occasional additional evening and weekend assistance required to support certain programs and events. This is part of the experience you'll gain with Women4Change.
- Supervision will be led by Alysa Villelli, Communications and Community Coordinator and overseen by current communications committee members and by Rima Shahid, Executive Director.
- We are excited to be able to write a strong letter of recommendation for a successful intern as well as facilitate valuable community connections.
- We expect our intern will end her time with incredible hands-on, real-life experience with an emerging, high-profile nonprofit in our state and with introductions to incredible female community leaders in our state. You will have honed critical communications and marketing skills and have played a central role in helping to build a movement of Hoosier women who have risen to new levels of civic and political engagement!
- This internship will be based out of our office inside the Interchurch Center, 1100 W. 42nd St. (near the Christian Theological Seminary and Butler University). You will need to use your own laptop, but we will have a color printer in the office.

All applicants should submit a cover letter, resume and short writing sample (no more than 3 pages) to Rima Shahid rima@women4changeindiana.org