

GIRL SCOUTS OF SOUTHWEST TEXAS INTERNSHIP DESCRIPTION

Intern Title: Communications Intern

Stipend: Unpaid Internship. Will work with intern to provide academic credit if applicable.

Department: Development and Communications

Reports To: Marketing and Communications Manager

Commitment: One semester

Schedule: Flexible (≤19 hours/week)

Position Summary

The Communications Intern works directly with the Marketing and Communications Manager, and assists with management of the Girl Scout brand, as well as marketing and public relations projects.

General Purpose

Provides assistance to the Development and Communications Department in order to support and help meet communication project activities and deadlines.

Role Qualifications:

- Have completed a minimum of 48 hours of credits and be enrolled in a program of Communications, Public Relations and/or Marketing.
- Must demonstrate and promote an ethical climate of courtesy, respect and professionalism to coworkers, volunteers and girls served by this council, and others with whom this position brings her/him in contact.

Position Responsibilities:

- Support all council communication projects.
- Assist with council marketing and PR projects.
- Draft content for newsletters, press releases, articles and GSSWT web site.
- Assist with the sending of press releases, internal staff announcements, e-newsletters.
- Draft content for blogs and manage postings.
- Help maintain website
- Draft content for social media sites and manage postings, i.e., Twitter, Facebook.
- Design graphics for social media, website and print materials.
- Assist in the follow up procedure on press releases sent.
- Support the development of council fund raising programs by creating copy and graphics and assisting at special events.
- Work with Product Program to encourage participation in the cookie program.
- Attend team meetings regularly and participate in strategic planning for the development of council goals.
- Performs other related duties as assigned/required.

Essential Skills and Experience:

- Proficiency in Word, Excel, PowerPoint, Outlook, and social media platforms.
- Familiarity with Adobe InDesign, Illustrator, Photoshop and Reader
- Proficiency with a web content management system (CMS)

- Skillful in project planning and able to prioritize projects.
- Excellent written and verbal communications skills.
- Takes initiative to solve problems.
- Highly organized.
- Focused in achieving goals.
- High energy level.
- Leadership ability to communicate and work collaboratively toward goals.
- Management: the ability to organize multiple priorities.
- Interpersonal and communication skills.
- Ability to work independently and as a team member.
- Commitment to Girl Scout values including an unequivocal commitment to pluralism.
- Must be willing to submit to background check.
- Willingness to work flexible schedule including some evenings and weekends.

Nonessential Skills and Experience:

- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.
- Bilingual (Spanish/English).
- Knowledge of HTML/CSS preferred.

Reporting to this Position: None

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by the job include close vision and the ability to adjust focus.
- Work environment: While performing the duties of this job the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

Disclaimer:

Possession of this internship description does not mean that the recipient has received a job offer. Internship descriptions are subject to change at the discretion of Girl Scouts of Southwest Texas.

To apply please e-mail cover letter and resume to:
 Communications at communications@girlscouts-swtx.org

Or send cover letter and resume to:
 Helen Montoya Henrichs
 Marketing and Communications Manager
 Girl Scouts of Southwest Texas
 811 N. Coker Loop
 San Antonio, TX 78216