



Inspiring all girls  
to be strong,  
smart, and bold

## **Job Description / Announcement**

### **Position: Marketing and Communications Intern**

**Location:** NY Headquarters (120 Wall Street, New York, NY)

**Organization:** Girls Inc. opens opportunities to girls who are too often shut out from them. In a society that systematically undervalues and undermines girls—especially girls living in poverty and girls of color—we ensure that they grow up healthy, educated, and independent. Through our research-based programs, safe spaces, and long-term mentoring relationships, we change the trajectories of girls' lives. At Girls Inc., girls discover their strengths, build lasting skills, and become leaders in their communities. We also advocate with and for girls, on a local and national scale, advancing policies that expand their rights and promote equity for all. Learn more at [girlsinc.org](http://girlsinc.org).

**Summary:** The Marketing and Communications Intern will support a wide variety of digital communications, marketing, media relations, and design projects. With the growing importance of social media on an organization's visibility, the intern will heavily support the Girls Inc. social media strategy. Working closely with the Public Policy department, the Intern will lend valuable support on the implementation of the #GirlsToo advocacy campaign addressing the sexual harassment and violence too many girls and young people face.

### **Responsibilities:**

- Integral in the planning, content development, and management of Girls Inc. social media outlets such as Facebook, Twitter, and Instagram
- Assist with the development of various written materials including website content, email marketing, press materials, fact sheets, and memos
- Actively follow, track, and stay current on news/issues that impact the work and mission of Girls Inc.
- Support planning and coordination of fundraising events
- Support affiliate network and corporate partner requests as needed

### **Work Schedule:**

- 3 days per week (minimum)
- Semester-based, as available:
  - Spring: January – April
  - Summer: May – August
  - Fall: September – December

### **Qualifications:**

- Excellent ability to write for various channels and platforms
- Experience gathering and creating content for social media; experience supporting social media campaigns a plus
- Excellent interpersonal skills, organization, and problem solving skills
- Strong passion for women and girls' issues, gender equality, and social justice
- Strong computer skills, particularly Microsoft Office and Google Drive.
- Familiarity with Adobe Creative Suite a plus

### **Application Information:**

- Unpaid, college credit only
- Please send cover letter, resume, and two writing samples to Hannah Lythe, Senior Digital Strategist, at [hlythe@girlsinc.org](mailto:hlythe@girlsinc.org). No phone calls please.
- Deadline for Spring: December 14, 2018

**AN EQUAL OPPORTUNITY EMPLOYER**