



Inspiring all girls
to be strong,
smart, and bold

Position: Marketing and Communications Intern

Location: New York HQ / Hybrid Schedule (120 Wall Street, New York, NY)

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at girlsinc.org.

Job Description: 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 also lend valuable support on the implementation of different advocacy campaigns.

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 girls and young women and 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:

- 4 days per week (minimum)
- January 2023 – May 2023

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 girls' and women's issues, gender equality, and social justice
- Strong computer skills, particularly Microsoft Office and Google Suite.
- Familiarity with Adobe Creative Suite is a plus

Application Information:

- Stipend and college credit available
- Please send **cover letter, resume, and two creative samples (can include social media copy and graphics, writing examples, or other marketing assets)** to Hannah Yi at hyi@girlsinc.org. No phone calls please.
- Deadline for Submission: December 1, 2022

AN EQUAL OPPORTUNITY EMPLOYER