



## Douglass Community Association

**POSITION:** Marketing, Communications, Graphic Design Intern

**LOCATION:** 1000 West Paterson

**Overview:** Various tasks in the Marketing Department will be tailored to the candidate's interests and skills. A take-home writing exercise assignment will be given at the time of interview to determine writing capability. This position works closely with the Executive Director and Operations Manager.

### Internship Objective

To provide learning opportunities that support skill development, personal development and a portfolio of work samples.

### The Mission of the Douglass

We create a culture of equity and inclusion that transforms the lives of Northside residents and beyond through effective, efficient, and quality opportunities.

### Semesters Available

- Fall 2021 September-December
- Winter 2022- January- April (Negotiable)
- Summer 2022- May- August (Negotiable)

### Number of hours per week

- 8-12 hours per week
- Flexible but consistent schedule

### Requirements:

- Must be an enrolled college student with a declared major

### Desired skills and qualifications

- Good writing skills
- Attention to detail
- Good knowledge of social media (Facebook, Twitter etc.)
- Enthusiasm for learning
- Good understanding of Microsoft products with an emphasis on Publisher or other design programs

### Job Responsibilities

- Assist with social media tasks (posting, tracking, analyzing)
- Assist in updating web site
- Assist in writing articles for publication
- Assist in creating promotional fliers

### To Apply

Send cover letter and resume to [JYarbrough@douglasscommunity.org](mailto:JYarbrough@douglasscommunity.org)

