

**COMMUNICATIONS INTERN**

**Job Description**

**A+ Education Partnership** was created to unite business, civic, government, and education leaders around one common goal: improving student opportunity and achievement for every Alabama child, no matter where they live. With one foot in the statehouse and one foot in the schoolhouse, A+ has worked relentlessly to pair best policies with best practices so that every child has the opportunity and the support they need to be successful in school. Over the past 28 years, A+ has worked with elected and appointed officials as a trusted nonpartisan advocate for advancements in public education statewide, sometimes as partner, sometimes as critical friend, but always as an advocate for better outcomes. A+ is home to the Alabama Best Practices Center and A+ College Ready

A+ Education Partnership is seeking an intern for Communications to work with communications and policy staff in order to further the mission of A+ through communications and advocacy. The role of the Communications Intern is to engage with all audiences to learn skills in public relations, website management, content design, social media, and communications. The selected intern will receive real-world experiences in communications, along with knowledge of Alabama’s statewide political climate through non-partisan advocacy.

**Interns will:**

* Be web and social media savvy, including an interest in content/graphics creation, website and blog management, and digital platform innovation.
* Have excellent oral and written communication skills.
* Be collaborative, creative, detail-oriented, and extremely organized.
* Have a strong attention to detail.
* Have an interest in learning about statewide advocacy and education policy.

**Responsibilities**

* Be knowledgeable about the mission, work, and scope of A+ Education Partnership and its programs.
* Assist in advocacy efforts both digitally and in-person.
* Assist in outreach and digital engagement.
* Copy-edit/proof articles, press releases, social media posts, newsletter, and other communications materials.
* Assisting with graphics/media design and management of digital campaigns.
* Assist in compilation of metrics tracking and reporting.
* Identifying opportunities to improve and update website.
* Ensure brand is cohesive across all communications materials.
* Work with outreach staff to ensure needs are met for upcoming events, meetings, or outreach opportunities.
* Other duties as assigned.

*All interns are encouraged to share ideas and actively participate in communications initiatives and will assist the department in general office management.*

 **Required Skills & Experience**

* Applicant must be enrolled in or a recent graduate of a college/university with a concentration in marketing, communications, web design/development, graphic design or other related field
* Working knowledge of Wordpress is preferred.
* Experience with content creation across various media platforms including but not limited to, digital, print, radio, and television.
* Familiarity with Adobe Creative Suite applications is a plus.
* Strong experience writing and editing. Experience in creating advocacy/educational digital campaigns is a plus.
* Strong organizational skills; ability to multitask and prioritize time and workload.

Applicant must have outstanding leadership, communication, interpersonal and customer service skills. They will be able to work independently but should also enjoy being part of a team and work well in a collaborative environment. They must be self-motivated and detail-oriented, with an interest in helping move the mission of A+ Education Partnership.

**Additional Information**

**Hours:** Flexible.Both part-time (10-20 hours/week) and full-time (30+ hours) opportunities are available, depending on internship credit needs and/or applicant time constraints. Our office is located in the Montgomery, Alabama.

**Compensation:** Stipends and travel reimbursement may be available. Students can also earn class credit for university or institution.

**Duration:** This internship is a semester-long internship, with the possibility of continuation after semester ends, depending on applicant interesting and time constraints. Fall, summer, and spring\* internships are available.

*\*Spring internships will have a heavy focus on the Alabama Legislative Session and advocacy communications.*

**Reports To:** Director of Communications

**Potential Projects:**

1. Social media education campaign design and management
2. Day-to-day social media management
3. Newsletter curation
4. Website maintenance and design (hosted on WordPress)
5. Programmatic and advocacy printed material design
6. Branding Guidelines Update
7. Assisting with ongoing communications plan update
8. Assisting with planning and implementing the A+ Student VOICES Team