



RHODE ISLAND
COUNCIL *for the* HUMANITIES

Internship Opportunity

The Rhode Island Council for the Humanities seeks a **Marketing & Communications Intern** to support the Council's communications and fundraising programs. Working with a small, collaborative team, this intern will gain experience with non-profit fundraising, strategic communications projects, brand management, and social media and web strategy.

The Council seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders.

Time Frame:

Spring Semester, 2019

Temporary, Part-Time Internship, Hours Flexible

Position Description:

The **Marketing & Communications Intern** will support a wide variety of the Council's communications and development projects including: digital strategy and storytelling through video and social media, enhancing the Council's online donation platform, strategic brand management, and developing case-making materials for a variety of audiences. This is an opportunity for the right candidate to gain valuable experience in a collaborative and professional office environment, apply and cultivate skills across a variety of technology platforms, and develop their digital and video portfolio. This position reports to the Development & Communications Officer. The intern will be eligible to receive a stipend and course credit, if applicable.

Primary Responsibilities:

- Contribute to social media content and strategy (Facebook, Twitter, Instagram) with special attention to cultivating "followers" into engaged supporters;
- Assist in the coordination of updates and improvements on the Council's websites (Wordpress) and donor platform (Network for Good) to enhance donor engagement;
- Develop and produce coordinated case-making pieces – short video clips, print, and web copy, e-newsletters, donor correspondence, etc. drawing on the Council's 45-year archive of grantmaking, interviews, and oral histories (iMovie, Adobe Suite, Constant Contact, Canva)

Position Requirements:

- Computer/Technical Literacy: Mac OS X, Microsoft Office, video/audio recording and editing equipment and software (experience with iMovie, Audacity a plus), social media platforms, and website maintenance (experience with Wordpress a plus);
- Excellent written and verbal communication skills;
- Demonstrated ability to work independently as well as collegially;
- Excellent organizational and time management skills;
- Interest in humanities fields and nonprofit organizations.

To Apply:

Please send resume to scott@rihumanities.org by **5:00pm January 25, 2019**, with the subject "Marketing & Communications Intern Application." Please also provide a brief paragraph describing your interest in the body of the email.