



**Mission:** We help black and brown kids see themselves beyond their neighborhoods by leading experiences into the arts, sciences and the outdoors.

Weekend-Adventures is looking for a communications associate. We are on a mission to end generational poverty.

The Communication Intern provides critical support to help grow awareness among and build the program's network of donors and partners by masterfully writing our stories as they unfold over the next 3-months— and ultimately create a future where our children thrive.

This is a remote position. The associate will communicate regularly via email, phone and video call with our team. You must own a laptop on which to perform the duties of this internship.

**This is a temporary position compensated at the rate of \$25/hour.** The number of hours per week will not exceed 5. Start and end dates are flexible, with an ideal start date shortly after Labor Day and ends by Dec 31, 2021.

With guidance from the Executive Director, the Communications Associate will focus on one or more of the following:

- **Content creation.** Write the story of Weekend-Adventures in small digestible chunks for social media, our website, various fundraising campaigns and marketing materials.
- **Graphic design.** Design graphics, illustrations, and animations for use in Weekend-Adventures' social media, email, website, and advertising.
- **Social media.** Manage organic and paid social media, including content curation, creation, and moderation.
- **Email and web.** Using Mailchimp, draft and distribute monthly newsletters, event invitations, and other automated and campaign emails. Using WordPress, develop and update webpages and forms for various campaigns.

#### **Desired Qualifications**

- Demonstrated interest in marketing, communications or branding, rather an internship or volunteer position
- Demonstrated interest in nonprofits/social justice
- Experience with any of the platforms/software: social media, Mailchimp, WordPress, Flip cause and Canva
- Strong writing skills
- Critical thinking skills

#### **To apply**

Please send 1-page letter of interest and a 1-page relevant resume to [info@weekend-adventures.org](mailto:info@weekend-adventures.org)