



## Communications Intern Position Description

**Title:** Communications Intern  
**Reports to:** Director of Communications & Marketing  
**Classification:** Volunteer; Part Time

For more than 46 years, Volunteer Fairfax (VF) has been the heart of volunteering in Fairfax County. By matching the skills and interests of volunteers and donors to the needs of local nonprofit organizations, VF helps to build a better community through service. Through a variety of programs, Volunteer Fairfax helps strengthen the capacity of our nonprofit members and offer meaningful volunteer opportunities for our community.

The Communications Intern will work with staff and volunteers on digital, promotional, and event media. The Communications Intern will help develop local communication initiatives, website and social media content, and assist in the creation of organizational materials.

### **Key Areas of Responsibility Include (but are not limited to):**

- Manage social media channels through posts, engagement and interaction.
- Participate in VF outreach events
- Manage and compile website and social media data
- Manage VF's Google Adwords program
- Create and manage social media campaigns
- Assist in writing press releases to promote events, programs and overall agency
- Support communications campaigns to promote volunteerism and agency awareness
- Gain transferable skills in public relations, marketing and advertising

### **Key Qualifications include but are not limited to:**

Firm grasp of social media tools and platforms including Facebook, Instagram etc.

Completed or working toward a college degree (junior level and up), preferably in a related field

Previous internship or related experience in marketing or communications a plus

Understanding of the basic principles of public relations and/or marketing

Must be computer literate (working knowledge of word processing, PowerPoint, Excel).

Proficiency in Adobe InDesign and Photoshop highly desired.

Knowledge of HTML, website content management and graphic design a plus

Possess excellent written and oral communication and interpersonal skills

Self-starter, good time management, creative, with ability to communicate in a professional manner

Ability to work well independently, and within a team

Commitment to the continuous improvement of service quality and the organization's mission

### **Time required**

10 hours per week, on going