

## **Shepherd's Table Communications Internship Description**

### **POSITION OVERVIEW**

The Development and Communications internship at Shepherd's Table is an opportunity to dive into social media, fundraising, and donor engagement at a mission-driven, community organization. Our interns are passionate about food and housing security for everyone in our community and are ready to leverage communication and fundraising to this end. The internship will specifically center on social media but will entail broad engagement with different components of nonprofit development, including event planning, storytelling, donor relations, data entry, and more.

This is an in-office for Summer 2022 based in downtown Silver Spring, MD.

### **Specific roles and responsibilities:**

- Assisting with the planning and strategy of social media across Facebook, Twitter, Instagram, and LinkedIn
- Writing social media copy
- Creating on-brand graphics for social media posts
- Responding to messages and comments from our audience across platforms
- Writing and sending donor acknowledgements
- Data entry and maintenance within Salesforce
- Assisting with internal newsletters
- Assisting with event planning for fundraisers and donor gatherings
- Outreach around event sponsorships

### **Competencies and skills the position will be evaluated on include:**

The ideal applicant is organized, collaborative, creative, a multitasker, and eager to learn and develop professionally. Attention to detail, specifically in application of brand and design, is also key.

### **Qualifications: (i.e. Education, Certifications, Experience Level)**

- College students studying marketing, public relations, communications, journalism, or a related field.
- Internet Access for remote work, when not in the office
- General computer knowledge of programs such as Microsoft Office, Excel, Word, and PowerPoint. Familiarity with Adobe Photoshop, InDesign, Lightroom, and/or Premiere Pro is a plus.
- Experience with photography and/or videography is a plus

**Compensation/Credit//Hours:**

- Compensation: \$15/hour
- This internship can count toward college credit pending our review and approval of the rules/qualifications provided by your institution.
- Maximum of 20 hours per week. (Start Date: May/June 2022).

**HOW TO APPLY:** Please send a resume and introductory e-mail to Holly Harris at [hollyh@shepherdstable.org](mailto:hollyh@shepherdstable.org). Please write "Intern, Communications" in the subject line. No phone calls, please.

Shepherd's Table is an equal opportunity employer. All applicants are considered without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, veteran status, or any other discriminatory factors prohibited by law.

Shepherd's Table requires that all employees be fully vaccinated against COVID-19 unless the employee is entitled to accommodation for reasons related to a medical condition, disability, or sincerely held religious belief. Qualified applicants must comply with this vaccine policy as a condition of employment.