

Job Description: Communications Intern



Status: Temporary, Part-time

Salary: \$20/hour, 10-20 hours/week for an 8-12 period

Location: Must be telework ready. Office space available in Esperanza United's main office in Saint Paul, MN.

Reports to: Marketing and Communications Coordinator

Position overview

The Communications Intern elevates the work and reputation of Esperanza United through collaborating with the communications and marketing team. The intern will help create and market content and expand organizational reach and impact.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Work closely with communications coordinator to edit, create, and publish content, including social media posts, knowledge base entries, blogs, newsletter, videos, and podcasts
- Complete at least one independent project advancing Esperanza United's mission
- Collaborate with communications team to ensure all communications have the same level of brand consistency, and cohesion, and high quality
- Identify and/or anticipate challenges and proactively contribute to solutions when coordinating with staff
- Actively participate in team meetings, workgroups, and organization-wide initiatives, for example, anti-racism efforts.
- Support administrative tasks as needed, for example, assisting the Design Specialist with maintenance of design documents
- Apply new learnings, approaches, and practices to responsibilities and activities

Qualifications

- Undergraduate student of communications, marketing, public relations, or related field. One year of related professional experience may be considered as equivalent.
- Proficiency in Canva, Adobe InDesign, and Adobe Premiere, preferred.
- Fluency in Spanish and English preferred, including strong written, verbal, and interpersonal skills in both languages.
- Background in the nonprofit sector and demonstrated knowledge of gender-based violence within the Latin@ community.
- Ability to work remotely, including comfort with remote software (MS Teams, Zoom, Google Docs) and ability to achieve while working from home.
- Strong time management skills. Keen attention to detail. Highly responsible and accountable.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

To apply

Email your cover letter and resume to humanresources@esperanzaunited.org with the subject header, "Your Name Application – Communications Intern."

We will consider applications on a rolling basis, with priority for those submitted by May 15, 2022. However, applications will be accepted until the position is filled.