



Partnerships and Communication Intern

Overview

Come join a passionate team of people dedicated to improving literacy in Detroit! Our faith-based organization is seeking Partnerships and Communication Interns. They will support our mentor recruitment process and work alongside our Partnerships Team. The Partnerships and Communications Interns will play a critical role in expanding our reach while managing various communications and special projects that support our relationships with key stakeholders. Our goal is to serve 200 students by securing enough volunteers to meet 400 mentor hours (weekly). If you are interested in marketing, writing, communications and/or making a change in education, then this is a role for you!

- **Responsibilities**
 - Assist the Partnerships Team with various marketing/communication tasks, developing digital material
 - Design and distribute promotional/branding material through online channels
 - Recruit volunteers through our marketing & communication strategies
 - Research and initiate contact with potential volunteer groups
 - Brainstorm and collaborate with the Partnership Team to improve overall outcomes
 - Assist with the analysis of Partnership data, including but not limited to partner/mentor feedback, process and system evaluation, campaign results, conversion rates, and online traffic in order to improve retention rate and communication efforts
 - Manage and complete Partnership Special Projects
- **Requirements**
 - Currently enrolled in college/university or has a bachelor's degree
 - Strong written and verbal communication skills
 - *[Preferred]* Experience in Microsoft Office and Zoom Communication
 - *[Preferred]* Experience with graphic design and editing tools such as Adobe Photoshop, Canva, etc.
- **Employment Status:**
 - Part-Time
 - Approximately 5-10 hours a week
 - Remote (with some hybrid options)
 - Position is open and looking to be filled as of December 2022

Reporting Relationship: This position directly reports to the **Partnerships and Grants Coordinator**

Apply by sending resume to noelle.childress@soardetroit.com