

## POSITION DESCRIPTION

**JOB TITLE:** Communications Intern  
**DIVISION:** Development & Communications  
**DEPARTMENT:** Dev/Com  
**DIRECT SUPERVISOR:** Manager,  
Development & Communications

**OFFICE LOCATION:** Chapel Hill  
**SERVICE AREA:** CH/Durham/Wake  
**CLASSIFICATION:** Exempt  
**HOURS PER WEEK:** Will Vary

### POSITION SUMMARY:

Interns work under the supervision of professional staff and carry out a variety of tasks as needed. This internship work is particularly appropriate for undergraduate and graduate students who are interested in learning the nuts-and-bolts of communication and resource development for a nonprofit. All interns participate in the daily operations of the agency and understand that this includes necessary office tasks and paperwork.

### DUTIES AND RESPONSIBILITIES:

Your responsibilities as an intern will vary depending on the length of your internship, curriculum requirements and areas of interest.

- Implement and help manage an editorial planning calendar for organization-wide social media sites
- Create and curate content for organization-wide social media sites
- Gather and analyze promotional materials for CCSA's programs and departments and work with those departments to determine their need for brochures, updated logos, training materials, presentation materials and other supporting materials
- Under the guidance of the Development and Communication Manager, write and design promotional materials as needed based on the above analysis
- Support design and communication needs for the organization's events
- Create business cards and send thank you letters
- Providing input into the short-term and long-term communication plan for the organization
- Attend and participate in staff meetings, if applicable
- Formally present programs and/or activities you have developed or been involved with
- Become familiar with the roles of the professional and paraprofessional staff at CCSA
- Become familiar with all aspects and services provided by CCSA
- Become aware of community services, resources and educational facilities available to program participants
- Perform other communications tasks as assigned

### SPECIAL SKILLS:

- Strong writing, analytical and reading comprehension skills
- Excellent organizational skills and computer skills
- Graphic design experience
- Effective oral and written communication skills with internal and external clients
- Be comfortable in working in both internal and external clients in all situations and under various degrees of stress
- Well organized, with attention to detail and accuracy, in performing multiple tasks with minimal supervision
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro
- Strong initiative/self-starter; dependability; punctuality

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Undergraduate and graduate students

**SPECIAL WORKING REQUIREMENTS:**

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Requires driving and walking between multiple locations with limited weekend or evening work

**SALARY: Stipend available**

**Please submit resume to [Hr@childcareservices.org](mailto:Hr@childcareservices.org)**

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