

Communications Intern
Chicago Metropolitan Battered Women's Network

Job Title: Communications Intern (unpaid)
Location: 1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601
Supervised by: Development Director
Supervises: N/A
Time Required: 8-12 hours for 1 academic year (or more)
Date revised: 04/15/2019

Position Summary:

The Communications Intern will assist in the tasks necessary to ensure The Network's success in connecting with the community and media. The Communications Intern will help with the development and management of communications that increase public and potential client awareness of—and support for—The Network's mission, values, programs, and services. Primarily, this position will be responsible for curating relevant content to post or respond to on social media, auditing and updating The Network's website content, covering events hosted by The Network, and working independently to develop content.

Requirements:

- Strong writing skills.
- Able to communicate about domestic violence, sexual violence, and related issues to a diverse audience.
- Interest in domestic violence and/or social justice.
- Experienced with social media, including Twitter, Facebook, Instagram, and Youtube.
- Able to distill complex information into accessible and interesting content.
- Able to work independently and in an organized manner.

Responsibilities:

- Assist in writing and disseminating press releases.
- Ensure media contact list is current, and cultivate new connections.
- Assist with communication to donors and supporters.
- Assist with the upkeep of The Network's website.
- Assist with email creation and dissemination, including The Network Newsletter.
- Develop and post content on social media including Instagram, Twitter, and Facebook.
- Create images and infographics for social media and broader distribution.
- Seek out news, articles, and studies related to domestic violence to share.
- Complete other duties as assigned by the Director of Development.

To apply for this position, please send your resume and cover letter to Paroma Mukherjee at pmukherjee@batteredwomensnetwork.org.