



Between Friends

Title: Development – Marketing and Communications Intern

Supervised By: Director of Development

Supervises: None

Classification: Internship non-paid

ORGANIZATIONAL SUMMARY

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive, and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins.

KEY RESPONSIBILITIES INCLUDE:

- Reviewing and updating existing program and agency collateral pieces such as flyers and signage
- Assist in writing communications including social media, web content, newsletters, and reports, as well as designing collateral in support of these items
- Tasks related to analyzing and reporting marketing activities

The Marketing and Communications Internship provides real world experience in brand building and creating content for various communications channels. Interns will create graphics, write stories and support social and digital media projects, and learn more about the strategic communications of a nonprofit.

REQUIREMENTS

- Experience using Canva
- Understanding of social media platforms (Facebook, Instagram, LinkedIn and Twitter)
- Excellent written communication and listening skills
- Ability to work well with others or independently

- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to be flexible and work on multiple projects simultaneously
- Ability to communicate effectively and accurately in oral and written language

Preferred but not necessary:

- Bilingual in Spanish
- Experience with Wordpress and Constant Contact
- Prior knowledge of domestic violence field and/or related issues

TIME COMMITMENT

Internship will take place late May - August 2024 for 5-10 hours a week as either fully remote or hybrid (1-2 days a month in person). Hours and work days are flexible and may be set according to an intern's class/work schedule.

HOW TO APPLY

To apply, please submit a thoughtful cover letter including why you are interested and qualified for this position, together with your resume, to development@betweenfriendschicago.org. Past projects are optional. Please write your name (Last, First) and the role you're applying to in the subject line of your e-mail.