



Communications Intern

The Nellie Mae Education Foundation, located in Quincy, MA, is looking for an energetic and talented college student with a passion for writing and interest in education to join us as a Communications Intern. The Foundation invites students with an area of study or interest in communications, journalism, public relations or marketing to apply for the internship. Students who are involved with or have interest in issues surrounding education and/or education reform are also encouraged to apply.

The Nellie Mae Education Foundation is an Affirmative Action/Equal Opportunity Employer

Job Responsibilities:

The Communications Intern will be part of the Foundation's Communications team and will assist with a range of projects across several of the Foundation's key funding initiatives and beyond. Responsibilities include:

- Managing the Foundation's bi-weekly internal newsletter and weekly news brief
- Assisting with writing social media posts and preparing visual content for social channels
- Assisting with updating website content (news items, awarded grants and research reports)
- Assisting with deploying Foundation's new email marketing strategy
- Supporting the Communications team as needed, including data entry, taking and preparing meeting notes, etc.
- Other tasks as needed

Job Requirements:

- Excellent written, oral and interpersonal communication skills as the selected candidate may work directly with Foundation colleagues, media and grantees from diverse populations and communities
- Interest in and ability to work in both a team environment and alone with minimal direction
- Demonstrated personal computer skills, including basic troubleshooting and use of Microsoft Office and the willingness to learn about software tools
- Demonstrated use and comfort navigating Web 2.0 sites and tools, including social networks, blogs, Photoshop, video and photo sharing, etc.
- Interest in building capacity in underserved communities and championing individuals, nonprofits and social enterprises that connect people and catalyze civic action for transforming education in the 21st Century
- Preference given to candidates that are enrolled in a course of study or program related to the Communications, Marketing, Journalism, Education or Public Affairs/Public Policy fields

Hours: Part Time (30-37.5 hrs/week) June through August 2014 (preference given to candidates who can commit through December 2014). Hours would reduce to 15-20 hrs./week when school semester begins.

Salary Range: \$10-\$15 per hour; **No benefits offered**

Starting Date: June 2, 2014: Dates flexible depending on candidate's schedule.

Deadline to Apply: May 1, 2014. Send cover letter, resume, and 2 writing samples to Susan Borden, Sr. Administrative Assistant at sborden@nmefoundation.org. Applications without writing samples will not be considered. Finalists will also be asked to respond to a writing prompt. Samples should be no longer than 2 pages each. Please no phone calls.