

Communications and Digital Associate (Summer 2021)

As a communications and digital associate, you will work closely with the digital manager in every facet of digital media: copy writing, social media, data, and design. You'll be trained on the latest best practices and play a crucial role in our communications efforts. You will also conduct background research and work with other departments as needed.

Here's what you'll be doing:

- Drafting media advisories, press releases, and briefing materials
- Designing graphics for social media
- Working with the digital manager to implement digital campaigns
- Drafting posts for our social media platforms
- Assisting the digital manager with organizing webinars
- Editing our briefings into podcasts
- Writing and loading content for website and email
- Drafting blogs for the Business Forward website
- Creating and updating press lists
- Maintaining our database using EveryAction

Requirements:

We are looking for candidates who think creatively about digital promotion, and are excited to develop new skills. Experience with basic HTML, Adobe Photoshop, Audition, Illustrator, and/or InDesign is preferred. A candidate who is very knowledgeable about social media and has strong writing skills is required. The internship is remote, but we are based in Washington, D.C. The job is approximately 10-12 weeks long with the opportunity to stay on.

Benefits:

This job can be done for college credit or paid hourly.

How to apply:

Send cover letters and resumes to info@businessfwd.org to be considered. Applications are reviewed on a rolling basis.