



Communications and Program Internship

Hostage US is hiring a Communications and Program Intern who will provide support to our day-to-day operations and various areas within the organization while gaining valuable experience in an office and non-profit environment. Hostage US is run by a small, dynamic team allowing room for the Communications and Program Intern to make a tangible impact on our mission.

RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

Program Support

- Conduct research and create briefs on various aspects of family support for the for the purpose of directly supporting a family going through a kidnapping
- Write one-page informational resources or blog posts to be shared on social media and the website

Social Media

- Create engaging content for social media channels and publish posts on Hootsuite
- Analyze data from social media channels to understand trends
- Create infographics to demonstrate our impact and work using Canva or similar program

Email Marketing

- Compose marketing emails for fundraisers and events and contribute to the newsletter using Constant Contact
- Update event and marketing webpages using WordPress

Event Planning

- Assist the staff and board with the preparation of our spring events including a seminar in DC, our Annual Reception, external events and more
- Support on event aspects such as venue selection, catering, silent auction, ticket sales, attendee tracking, speaker liaison and follow up

DESIRED SKILLS AND EXPERIENCE

- Strong computer skills in Word, PowerPoint, Excel,
- Experience with social media platforms
- Experience with an email marketing platform (Constant Contact, MailChimp, Active Campaign)
- Experience with WordPress, Hootsuite and/or Canva are preferable
- Ability to take initiative and self-motivate to work independently or remotely when necessary
- Currently enrolled in or recently graduated from an undergraduate or graduate program at a university



PAID/UNPAID INTERNSHIP

While this is an unpaid position, depending on your university, you may be eligible to receive academic credit.

TIME COMMITMENT

June 1, 2021 to end of August (as decided between manager and candidate). 20 hours per week completed on Monday to Friday with a flexible remote schedule.

TO APPLY

Please send your resume and cover letter detailing why you are interested in an internship with Hostage US to recruitment@hostageus.org

SUBMISSION DEADLINE

Applications accepted on a rolling basis.