

## About Us:

So What Else's (SWE) mission is to improve the lives of children and families living in underserved communities in the Baltimore-Washington Metro Area by providing food security, access to basic necessities, and high-quality out-of-school time programs in literacy, athletics, and the visual and performing arts while inspiring young people to give back to the community by creating volunteer opportunities for citizens of all ages.

## Job Summary:

We're looking for one or more highly motivated interns interested in making a difference! Our Communications Director is seeking an intern(s) to manage both internal and external communications for our team. This is an excellent opportunity for interns interested in learning more about the nonprofit experience, with plenty of opportunities for skills based development and learning. Our office is a flexible, hybrid work environment with in-office and work from home opportunities that can work with your class schedule.

## Responsibilities:

- All interns will have the opportunity to learn the full extent of nonprofit communications and receive firsthand experience in nonprofit leadership and management
- Communications interns will help produce and edit high-quality written communications pieces such as newsletters, press releases, blog posts and impact stories.
- They will help assist the Communications Director in the content creation process, including but not limited to: filming and editing videos, creating graphics for social media, going to various sites to take photos and videos, and writing content captions
- Interns will also be tasked with organizing and managing content in the organization's drive, scheduling meetings, taking meeting notes and organizing the team calendar

## Qualifications:

- For consideration, please submit a resume, a cover letter, and writing sample at the time of your application
- Applicants should be enrolled in an undergraduate or graduate degree-granting program with a concentration in Communications, Journalism, Public Relations, Marketing, English, Advertising, or Social Science
- Candidate must have strong written communications skills and attention to detail
- Strong consideration given to candidates skilled in Canva, Tik Tok, Instagram, Facebook, Youtube, Google workspace tools, and/or graphic design
- Must be a self-starter, adaptable, and able to work both alone and as part of a team
- Must have a personal laptop computer and access to the Internet
- Must be available to work 10-20 hours both remotely and in-person
- Access to reliable transportation
- Committed to the [mission and values](#) of SWE

The intern will be given a stipend for any travel mileage or miscellaneous expenses incurred while working. The internship is a non-paid work experience.

*Don't think you have everything for this role but are still very interested? Please don't hesitate to apply. We'd love to hear from you! SWE believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success and is committed to providing equal employment opportunity to all qualified applicants. SWE's goal is for our people to reflect the communities in which we live and serve, and to ensure representation of people of color, women, veterans, and individuals with disabilities in our organization.*