



Organization: Fellowship Square Foundation

Position Title: Intern, Communications Coordinator

Status: Part-Time

Hours Details: Flexible Hours, between 10 – 15 hours/ week (fall, winter, spring) for a minimum of 10 weeks; 10 - 20 hours/ week (summer) for a minimum of 8 weeks

Pay Details: Unpaid position; college credit and limited stipend may be available

Location: Reston, VA

Supervisor: Director of Fundraising

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to improve the lives of older adults who struggle to make ends meet by providing them with affordable housing and supportive services. FS is seeking a self-motivated individual to support internal and external communications. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, communications and advocacy.

Job Responsibilities:

- Review current communication documents and plans; make suggested improvements as needed
- Assist with implementation of the Communications Plan to include:
 - Resident communications such as weekly newsletter, monthly calendar and program/event notices
 - Assist with FS's social media activities
 - Assist with writing and managing monthly FS newsletter
 - review press releases
 - update FS website as needed
- Participate in resident and donor interviews
- Assist with other communication activities, such as announcement emails, tracking communications and organizing content
- Attend community events and distribute FS information as required

Qualifications:

- Display a can-do attitude and provide excellent customer service
- Adept computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress and Adobe Photoshop a plus
- Communicate clearly and effectively through writing and speaking

Expectations:

The intern will be expected to keep a consistent, though flexible, schedule. The intern may be asked to attend off-site meetings, so transportation is important. The intern should be able to successfully communicate with people from various backgrounds and cultures. Organizational, interpersonal, verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgement are important skills.

To Apply:

Send cover letter and resume to info@fellowshipsquare.org.