



## Fellowship Square

**Organization:** Fellowship Square Foundation

**Position Title:** Intern, Communications

**Status:** Part-Time

**Hours Details:** Flexible Hours, between 12-20 hours/week

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

**Location:** Reston, VA

**Supervisor:** Development & Operations Manager

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual to support our communications efforts. 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 and draft new copy as needed
- Assist with implementation of the Communications Plan
- Assist with FS's social media activities
- Research and update affordable senior housing statistics; research and update FS resident statistics
- Assist with all communication activities, such as emails and newsletters
- Attend events and distribute FS information as required

### **Qualifications:**

- Display a can-do attitude and provide excellent customer service
- Adept personal 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](mailto:info@fellowshipsquare.org).