



## Position Description

**TITLE:** Strategic Communications Intern

**HOURS:** negotiable, min. 15 hours per week during The DeBruce Foundation's operating hours

**STATUS:** Hourly, temporary

**LOCATION:** Remote or hybrid; must be a Missouri or Kansas resident

**REPORTS TO:** Strategic Communications Consultant

**JOB SUMMARY** The DeBruce Foundation is seeking a digitally adept, agile team player for the role of Strategic Communications Intern. The Strategic Communications Intern will work closely with team members to help The Foundation communicate its mission and connect with diverse audiences throughout the US. This position will be remote (with in-office opportunities if candidate is local) and will report to the Strategic Communications Consultant. Ideally, this role will start in September and continue through December 2024, but timelines can be negotiated.

The Strategic Communications Intern will have responsibilities related to external communications, marketing, social media, partner relationships, graphic design, and project management. Superb interpersonal, collaboration, and communication skills are vital for this role, as good teamwork and partnerships are important for success. Viable candidates will be flexible, detail-oriented, and highly reliable in a dynamic, innovative environment.

### Responsibilities

#### Digital Communications

- Assist with social media platforms, including creating content; monitoring accounts, engagement, and analytics
- Help develop and implement consistent reporting of analytics
- Assist with website content and management, including SEO, online tool platforms, and database management

#### Strategic Communications + Marketing

- Help develop and execute multi-faceted marketing and communications strategies
- Create compelling presentations and reports for team members to use externally and internally
- Draft press releases, web and print materials, social media content, and talking points

- Help generate media coverage, including pitching stories and cultivating relationships with members of the media
- Create and manage communication calendars in coordination with key team members

#### Miscellaneous

- Assist with internal office duties and administrative tasks
- Monitor the performance of projects and campaigns
- Stay abreast of cutting-edge tactics and best practices in strategic communications, public affairs strategies, and marketing tools
- Implement internal communications systems
- Research news, policy issues, legislation, and other subjects as needed
- Other duties as assigned

#### Required Qualifications

- At least a Junior or Senior studying Communications, Journalism, Graphic Design, Public Policy, or a related field, or proven work experience that demonstrates competency and potential in the required skill set
- Basic graphic design experience
- Effective, detail-oriented, and highly organized
- Versatile and action-driven
- Strong interpersonal, collaboration, and relationship-building skills
- Eloquent and engaging written and oral communication skills
- Demonstrated ability to create compelling presentations
- Willingness to learn new technologies, strategies, etc.
- Ability to be agile and develop creative solutions
- Consider no task to be too small!
- Able to effectively communicate with remote and in-office team members

#### Preferred Qualifications

- Passion for making a difference for others
- Interest in journalism, public relations, public affairs, nonprofits or foundations, government or related industries
- Experience with project/program management
- A strong commitment to diversity, equity, and inclusion
- Basic understanding of both traditional and social media
- Basic understanding of SEO optimization and best practices
- Ability to foster a healthy organizational culture through teamwork and collaboration
- Ability to work positively and collaboratively with team members at all levels, leaders and members of other organizations, media representatives, vendors, and visitors
- Demonstrably trustworthy and honest, and follow all best practices in protecting data and maintaining security procedures. May have access to sensitive and confidential information and will be trusted to maintain these files and documents properly
- Adept at taking initiative, keeping projects on track, and “managing up”

## **Pay**

Pay is \$15/hour.

## **How to Apply**

Interested candidates should submit a cover letter, resume, and the names and contact information for three professional references in one single PDF to [careers@LentsMazur.com](mailto:careers@LentsMazur.com) by August 12, 2024. Applications will be reviewed on a rolling basis. The posting period may be extended if needed.

## **About The DeBruce Foundation**

The DeBruce Foundation is a national foundation whose mission is to expand pathways to economic growth and opportunity. The Foundation is committed to helping individuals unlock their potential and find career pathways. By developing solutions such as the Agile Work Profiler, we change how people pursue careers. By partnering strategically, we increase experiences and exposure to widen career opportunities, starting with youth and working across the lifespan. Learn more at [www.DeBruce.org](http://www.DeBruce.org).

*The DeBruce Foundation is an equal opportunity employer and we are dedicated to maintaining a diverse and inclusive team. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.*