



Position Description

TITLE: Strategic Communications Intern

HOURS: 15-20 hours/week during The DeBruce Foundation's operating hours

STATUS: Hourly, temporary

LOCATION: Remote OR hybrid; candidate must have residency in Missouri or Kansas

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.

The Strategic Communications Intern will have responsibilities related to external communications, social media, graphic design, partner relationships, 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.

This position is remote with in-office opportunities if the candidate is based in Kansas City. This role will start in late May and continue through December 2025, but timelines can be negotiated. Schedule-allowing, successful interns may be contracted for an extension through the spring 2026 semester.

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 \$16/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 CZak@DeBruce.org by Wednesday, February 26, 2025, at 11:59pm CT. 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.

The DeBruce Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status or any other characteristic protected by law. We welcome and encourage qualified applicants to apply and are committed to fair and equitable hiring practices.