



## Communications and Marketing Intern

<b>CLASSIFICATION:</b> Intern	<b>SALARY:</b> DOQ
<b>DEPARTMENT:</b> External Affairs	<b>FLSA STATUS:</b> Hourly
<b>REPORTS TO:</b> VP of External Affairs	<b>APPLICATION OPEN:</b> Until filled

Bet Tzedek sets the standard for innovation in public interest law and is one of the top legal agencies in the country providing both direct services and impact litigation assistance to Los Angeles’ most vulnerable populations. Bet Tzedek’s pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. Our leadership is a dynamic coalition between the public, private and non-profit sectors delivering innovative approaches to address root causes of poverty and exploitation. Our legal expertise and capacity to effect positive, sustainable social change continues to garner national attention.

### SUMMARY

We’re seeking a communications or marketing student that has a genuine excitement for nonprofit branding and marketing. This is a unique opportunity to put what you’ve learned in the classroom about branding, marketing, social media, and communications to use at one of the nation’s premiere nonprofit legal services organization.

### ESSENTIAL DUTIES

Under the supervision of the VP of External Affairs, the Communications and Marketing Intern will:

- Support the agency’s social media plan (for Twitter, Facebook, Instagram, LinkedIn, YouTube, and emerging platforms).
- Support digital and social media marketing campaigns for Bet Tzedek including design, content creation and execution.
- Support with creation and coordination of content for the website, social media platforms, special events, signage, invitations, e-newsletters, and more; including photo sourcing, graphic design and copywriting.
- Grow Bet Tzedek’s social media presence by increasing followers and interactions.
- Perform administrative tasks relative to the scope of the position.

### QUALIFICATIONS

- Enrolled in a Bachelor’s or Master’s program in communications, marketing, journalism, media studies, or other related field. Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Superior writing and editing skills and a keen eye for detail required.
- Proficiency in Microsoft Office, Adobe Creative Suite, PhotoShop, InDesign, WordPress, Emma, Google Apps, an emerging media tools. Web content management and development experience a plus
- Demonstrated interest in social change issues.
- Familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter and Instagram
- Comfortable working in a fast-paced office environment.

## **ELIGIBILITY**

- This is a part-time, non-exempt position for 15-20 hours per week. Your work days are flexible but must occur within our regular office hours. The internship can be paid or eligible for academic credit; open to negotiation. This internship will benefit someone who is interested in nonprofit communications, marketing, community relations and audience development.

## **HOW TO APPLY**

- Please send your resume and cover letter to [resume@bettzedek.org](mailto:resume@bettzedek.org) by November 1, 2018. Applications will be reviewed on a rolling basis.

***Note:** To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*