



Marketing & Communications Internship

Job Description

The intern will assist with: supporting Capital Pride's internal and external marketing and communications efforts; contribute to the organizations story, programs, events, and community efforts; write, edit, and proofread press releases, announcements, and social media posts; create and manage social media campaigns; research and update the master media list; write ad copy and event summaries; update the website calendar page; and assist the team with other office duties as assigned.

Minimum Qualifications

Intern candidates must be pursuing a BS or BA in Marketing, Communications, Journalism, New Media or other related field of study.

Preferred Qualifications

- Exceptional writing and editing skills
- Basic photography/video skills
- Proficient in managing social media platforms
- Familiarity with Microsoft Word, Microsoft Excel, and Salesforce
- Professional demeanor, organizational and communication skills
- Experience in a work environment interacting successfully with others

Professional Development Opportunities

- Expand knowledge of social media platforms
- Expand research and organizational skills
- Improve writing skills through variety of communication mediums (formal letters, marketing materials, web content)
- Networking with other LGBTQ+ organizations

Application Process

1. Submit resume and cover via email to apply@capitalpride.org.
2. Please answer the following questions in your cover letter.
 - Why do you want to intern at Capital Pride Alliance?
 - Why do you think you would be a good fit?
 - How would an internship help you meet your educational or career goals?
3. Preferred Fall Deadline: Friday, March 15, 2019, 11:59pm, EST.



Intern Program Information

Who Should Apply

Any student, undergraduate or graduate, or person who has graduated no more than 12 months prior to the start of the internship period to which he/she is applying. We do not accept high school students. Interns must be authorized to work in the United States.

Why Apply

Interns at the Capital Pride Alliance will be given real-world, hands-on experience. Working alongside seasoned professionals, interns do meaningful work which helps Capital Pride achieve its mission and benefit the LGBTQ community.

Internships are offered three semesters throughout the year:

- Fall, September – December (Minimum 20 hours)
- Winter/Spring, January – April (Minimum 20 hours)
- Spring/Summer, April/May – July (Minimum 30 hours)

Pay, Credit, Housing

Interns are expected to work a minimum of 20 hours per week for a minimum of 12 weeks.

Capital Pride Alliance does not offer transportation or housing assistance, but does offer a monthly transportation stipend.

Interns may receive academic credit with requirements and parameters approved in advance.

For housing, please visit the Washington Student Intern Housing (WISH) website:

www.internsdc.com/WashingtonDC/Housing.