

COMMUNICATIONS & DEVELOPMENT INTERN JOB DESCRIPTION

The Amara Legal Center is a non-profit organization located in Washington, DC that provides free legal services to survivors of human trafficking and to sex workers in the D.C. metro area. This is an unpaid internship position.

Through seeking additional support systems for our organization, the Intern will help provide a variety of services that assist the organization in the areas of communications, public relations and fundraising. The position reports to the Executive Director.

Internship Duties: The Amara intern will report to the Executive Director and provide support around the following project:

Communications Responsibilities

- Work with web vendor to support Amara's website redesign process and ongoing website updates, including content development, infographic design, and integration of programmatic and communications functionality
- Coordinate/produce monthly newsletter
- Develop, coordinate and post daily/weekly/monthly content to social media outlets
- Create and edit videos for Amara's Youtube channel
- Work with the Executive Director to develop communications plans targeted to distinct audiences
- Develops all collateral material for marketing purposes
- Works with the Executive Director to produce digital annual report, providing leadership on content design and layout
- Identifies opportunities to respond or advance organizational messages
- Works with Executive Director to manage Ambassador programs
- Represent the agency to external partners

Development Responsibilities

- Work with Executive Director and the Board's Advancement Committee to advance the organization's development plan
- Research foundation funding prospects
- Write and coordinate appeal letters, and manage donor acknowledgement letter
- Assist with coordinating annual fundraising events, including event logistics and working with Executive Director and Board members
- Provide support to staff Board Advancement Committee
- Other duties as assigned.

Position Requirements:

Required:

- Bachelor's Degree in communications, journalism, or related field.
- 3-5 years of relevant experience
- Excellent writing skills. This includes ability to write for different audiences and versatility across multiple platforms (i.e. newsletter, social media posts or foundation proposal)
- Highly computer literate with social media savvy
- Experience using design programs like Canva
- Experience using donor management platforms like Network for Good, DonorPerfect, etc.
- Experience using eblast platforms like Mailchimp and Constant Contact
- Must possess strong teamwork, communication (verbal and written), and organizational skills
- Ability to work independently and manage multiple deadlines
- Willingness to take initiative and think creatively as we explore new fundraising strategies and tactics
- Strong interpersonal skills.
- Must have flexible schedule
- Demonstrated ability to engage staff on a regular basis with consistent follow up, as necessary
- Demonstrated commitment to leadership development, community building, and community organizing as strategies for social justice and social change.

Preferred:

- Experience with nonprofits and/or community based organizations.
- Experience with foundation or government grant-writing and reporting
- Experience with individual giving, crowdfunding campaigns, and/or other online fundraising activities. Intermediate to advanced HTML and CSS knowledge, comfort working on the back end of websites, email systems, and other platforms to manipulate HTML/CSS code.
- Experience with Adobe Creative cloud preferred

THE AMARA LEGAL CENTER IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation. Compensation is based on a nonprofit scale and commensurate with experience.

Minorities/Women/LGBTQ+/Disabled/Veterans are encouraged to apply.