

Development & Communications Intern (Spring)

Level: Entry

Job Location: Remote, may require occasional trips to Coalition office located at 2 International Plaza Drive, Suite 425, Nashville, TN 37217. Access to an automobile is recommended but not required.

Education Level: Upper level undergraduate studying English, Marketing/Communications, or related degree is preferred but there is no minimum requirement.

Salary Range: Unpaid

Travel Percentage: None

Job Shift: 15 hours weekly minimum January through May, negotiable with internship supervisor

Please note that the Coalition is an equal opportunity employer and values a diverse workplace. Candidates of all backgrounds are strongly encouraged to apply.

Internship Description

Objective:

To gain experience and knowledge of grant writing, event planning, and marketing/communications in a nonprofit setting.

Internship Description:

The Coalition to End Domestic and Sexual Violence is offering an internship opportunity that will help students gain valuable experience while assisting in communications/marketing, grant writing, and fundraising.

This is a part-time, unpaid/voluntary internship working under the direct supervision of the Communications & Development Manager and in collaboration with various program staff.

This includes but is not limited to:

1. Assisting with writing and editing the Annual Report
2. Creating an annual social media calendar, as well as planning social media posts
3. Assisting on grant writing, research, and grant editing
4. Assistance creating a marketing plan and content for the Big Payback

On a limited basis, this role may include data entry, administrative work, or other tasks related to communications & development.

Qualifications

Student Status:

Upper level undergraduate studying English, Marketing/Communications, or related degree is preferred but not required.

Skill Competencies:

- Demonstrates enthusiasm for work and for the Coalition's mission
- Demonstrates commitment to the development of inclusive messaging in marketing & communications
- Demonstrates initiative, responsibility, and resourcefulness while working remotely
- Demonstrates attention to detail and high level of organization
- Demonstrates flexibility with changing demands and priorities
- Demonstrates excellent written and verbal communication skills
- Demonstrates high standards of ethics and professionalism in professional interactions
- Possesses a strong sense of teamwork and collaboration

To apply, please send a resume and cover letter to Kendal Zhang at kzhang@tncoalition.org. Writing samples are appreciated but not required.