



## JOB DESCRIPTION | Communications Intern for the Afterschool Alliance

Extraordinary opportunity to work in a dynamic, effective non-profit that is committed to creating more opportunities for students to attend high quality afterschool and summer learning programs. Intern will be able to see all aspects of the organization and will spend significant time working with the communications team to help spread messaging about how afterschool programs keep kids safe, inspire learning and help working parents.

The Afterschool Alliance's goals:

- To be an effective voice for afterschool in efforts to expand quality afterschool programs.
- To serve as an information source on afterschool programs and resources.
- To encourage the development of local, state and national afterschool constituencies and systems.
- To communicate the impact of afterschool programs on children, families and communities.

### Issued/Revised

**Application Deadline** Applications will be accepted on a rolling basis

**Core Functions** Communications and Website Support

**Supervisor** Special Assistant to the Executive Director

### Classification

**Schedule** 30-40 Hours per week for the summer

**Travel** None required

- Summary**
- Primary: Provide support to the communications team
  - Secondary:
    - Work with staff on content specific tasks
    - Assist the Special Assistant to the Executive Director with administrative tasks

- Responsibilities & Tasks**
- Provide support to the communications team:
    - Work with staff in different departments to make updates to website content, with direction from communications staff
    - Proofread content provided by staff for the web
    - Use Salesforce to track important organizational contacts
    - Craft content for the Afterschool Alliance website and Afterschool Snack blog
  - Work with staff on content specific tasks:
    - Responding to timely needs, assist staff on tasks related to specific content areas
    - Work on projects specific to your areas of interest, along with relevant staff members
  - Assist the Special Assistant to the Executive Director with administrative tasks:



- If needed, assist the Special Assistant to the Executive Director with tasks including, but not limited to: printing, shipping, preparing for meetings with the Afterschool Alliance board and other key stakeholders

**Knowledge,  
Skills &  
Abilities**

- Passion for the Afterschool Alliance’s mission, vision and goals
- Initiative, professionalism, flexibility and strong judgment
- Sound problem-solving and troubleshooting skills
- Strong proofing, editing, oral communications and organizational skills
- Attention to detail and accuracy
- Excellent interpersonal skills
- Experience with, or interest in learning how to use Salesforce
- Ability to manage multiple projects at once
- Collaborative nature and ability to work well in teams

**Minimum  
Qualifications**

- High school diploma
- Desire to work in nonprofit setting

**How to Apply**

To apply, send your cover letter, resume, and professional references to [info@AfterschoolAlliance.org](mailto:info@AfterschoolAlliance.org)

**Compensation**

A stipend will be provided.

*The Afterschool alliance reserves the right to update position description and responsibilities as needed.  
The Afterschool Alliance is an Equal Opportunity Employer.*