

Communications Committee Internship

The Communications Committee serves as the public voice of Minnesota NOW, maintaining our public image and keeping our members and the general public informed about what's happening in the feminist sphere and in our organization. The President and Secretary are members of this committee; the President acts as chair.

Intern Duties and Responsibilities

- Research, draft, and edit articles for Minnesota NOW's blog and newsletter
- Assist in planning and writing email communications, including e-newsletters and action alerts
- Update and maintain Minnesota NOW's social media presence, including monitoring, posting, and scheduling posts/tweets on Facebook and Twitter
- Update the Minnesota NOW website on a regular basis, including management of event calendar

Qualifications

- Knowledge of basic feminist principles and passion for feminist activism
- Excellent written and verbal communication skills
- Familiarity with Facebook and Twitter a must (includes personal usage); experience with other social media platforms is a plus
- General computer skills, including familiarity with Microsoft Office applications; HTML experience is a plus
- Strong organizational skills, attention to detail, and the ability to juggle several tasks while meeting deadlines