



Communications Intern Job Announcement

About the Position

CASA Baltimore seeks a dynamic intern to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working with a volunteer-driven non-profit organization. CASA Baltimore's communications internship is a professional skills internship to assist the Executive Director and Advocacy Coordinator in implementing organizational communications and marketing strategies. The Communications Intern will work independently and with a team to fulfill organizational goals and initiatives related to programming and events.

Qualifications

- Firm grasp of social media tools and platforms, including Facebook, Instagram, etc.
- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
- Previous internship or related experience in marketing or communications a plus
- Understanding of the basic principles of public relations and/or marketing
- Must be computer literate (working knowledge of Microsoft Office)
- Knowledge of website content management a plus
- Knowledge of content creation platforms a plus (e.g., Canva)
- Possess excellent written and oral communication and interpersonal skills
- Genuine enthusiasm for creating compelling marketing materials to support CASA Baltimore programming
- Self-starter, good time management, creative, with the ability to communicate in a professional manner
- Ability to work well independently and within a team
- Commitment to the continuous improvement of service quality and the organization's mission

Responsibilities

- Assist in planning, writing, and managing press releases, e-blasts, and e-newsletters.
- Update organization website with current events, relevant news, etc.
- Design event/program fliers, graphics, and other marketing material



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- Update and maintain CASA Baltimore's social media presence, including daily monitoring, posting, scheduling, and reporting updates
- Provide input for creative marketing strategies and social media campaigns
- Manage editorial and event calendars
- Create online advertisements as needed
- Collaborate with staff on new ideas, directions, and tools for marketing and communications

Hours: Flexible

Compensation: The internship is unpaid. However, the intern is eligible to receive a stipend at the conclusion of the internship.

To Apply: Please send cover letter, resume, and writing sample to admin@casabalt.org