



Title: Social Media and Communications, Intern

FLSA Status:

Department/Program: Communications

Job Family: Volunteer

General Summary:

There's something truly special about volunteering with Mentors, Inc. As a volunteer, you not only have the opportunity to make a difference in the DC community, but also join a family of dedicated individuals who are committed to developing long-lasting professional relationships.

Founded in 1987 by a parent and a principal, Mentors, Inc. is the only citywide, one-on-one mentoring program for D.C. high-school students. The Catalogue for Philanthropy has named us one of the "Best Small Charities" for three years in a row. For more than 22 years, Mentors, Inc., has paired at-risk students in D.C.'s public and charter high schools with caring, professional adults who support their efforts to graduate from high school, attend college, and prepare for life as successful adults who contribute to their communities.

This is an exciting time for Mentors, Inc. as we seek volunteers who are enthusiastic about our mission and want to contribute professional skills to our organization. If you're passionate about supporting youth development through mentoring and contributing your skills to a small-dynamic team, apply for our internship program!

To Apply:

Please send an application, cover letter, resume, writing sample and two letters of recommendation to fkhdun@mentorsinc.org. Put Social Media and Communications, Intern in the subject line. All application items must be submitted as a complete package for consideration. All volunteer applicants must complete a criminal background check prior to the date of employment.

Reports to: Programs Manager

Job duties:

The social media and communications intern supports social media and communication strategies for the organization, which may include maintaining the organizations online presence, distributing media kits to stakeholders, and compiling mentor stories for dissemination. The intern believes in the Mentors, Inc. mission, is a high-energy team player, and is has superb relationship building, management, and stewardship talents.

Responsibilities:

- Updating and maintaining an online presence for Mentors, Inc. and our programs via social media sites and agency website
- Compiling and drafting mentor stories to be used in agency newsletter, online publications, grant proposals, etc.
- Creating and distributing media/communications kits to local outlets and key stakeholders
- Assisting the Executive Director in coordinating quarterly newsletter
- Serving as a Mentors, Inc. liaison reaching out to local businesses, individuals, and congregations
- Drafting media releases, Q&As, PSAs, newsletter articles, other documents

Other Duties and Responsibilities:

May perform other duties and responsibilities that staff may deem necessary from time to time.

Qualifications:

- Current high school applicants, must be currently enrolled in high school otherwise;
- High school diploma required, college degree preferred

Knowledge, Skills and Attributes:

- Applicants must have strong verbal communication skills and possess the ability to collaborate with a variety of adult and youth personalities
- Candidates should possess strong attention to detail
- Applicants should be self-motivated, possess good organizational skills, detail-oriented, ability to prioritize, as well as multi-task and meet deadlines.
- Candidates should be proficient in Microsoft word, Microsoft Excel and other Microsoft Office programs.
- Must be positive and enthusiastic, proactive, high initiative, and flexible.
- Ability to work well in small collegial office setting and commit to confidentiality requirements.
- Journalism, Communications, Marketing, Public Relations, Advertising (or related) majors are preferred, but anyone with a passion for youth development, mentoring and strong writing skills is encouraged to apply
- Understanding of mentoring programs and/or youth education. Understanding of Mentors, Inc. mission is ideal.