



Title: **Marketing and Communications Internship**  
Reports To: Manager, Marketing & Communications, Neighborhood Investments  
Type: Internship (unpaid)  
Duration: Summer 2023, Fall 2023, Spring 2024 (ongoing)

**Position Summary:**

Community Action Partnership of Ramsey & Washington Counties (CAPRW) is looking for a motivated and passionate Marketing and Communications Intern. This intern will work directly with Neighborhood Investments, a department dedicated to engaging volunteerism, community partnerships, and communication within and outside our agency. As an intern working with the Manager of Marketing & Communications, you will write blog posts, review and write drafts of press releases, write blogs, work on internal and external communications, and other marketing materials to advertise CAPRW's accomplishments and offerings to the community. You will gain hands-on experience in organizational messaging, social media campaign creation, and nonprofit work.

**Benefits of Volunteering:**

You can gain communication skills in an agency environment, develop your portfolio, and network with professionals in the social service field. Your work will make a difference in the lives of low-income families who face multiple barriers.

**Essential Functions:**

**Duties & Responsibilities:**

- Help edit copy for marketing, including blogs, press releases, website content, and more as needed.
- Support Social Media activities.
- Learn to collect and gather accurate and well-sourced information (focused on social change, reducing poverty, creating equity, and similar). Monitor sites for trending topics or critical content that could be re-posted on Agency's social media accounts or Agency website.
- Other duties as assigned.

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible for following the affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age
- High school diploma/GED required
- Preferred: Currently pursuing a degree in Marketing, Communications, or a related field
- Comfortable using technology
- Experience using social media tools such as Meta Business Suite
- Access to reliable transportation to and from 450 Syndicate St North, St Paul, MN 55104

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Ability to prioritize and manage multiple tasks
- Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member
- Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities

- Ability to be creative and adapt to new processes, tools and environments
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken)
- Excellent written and verbal communication skills.

**Physical Requirements:**

Normal office exertion required. Ability to lift 20 lbs (desired).

**Mental Requirements:**

This position requires the ability to prioritize and manage multiple tasks under sometimes stressful conditions.

**Environmental Requirements:**

Normal office environment. Occasional travel may be required to and from events and meetings

**Time Commitment:**

Minimum of 4 hours per week for summer-term/semester or 3+ months. Must be available between office hours Monday - Friday from 9 am - 4:30pm. Occasional weekend or evening events may occur, depending upon your availability.

**Location:**

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

**Advance Registration for College Students:**

Yes, you can reserve this internship position by registering in advance.

*Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.*

**REGISTRATION INFORMATION:**

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html> **and email a resume** to [volunteers@caprw.org](mailto:volunteers@caprw.org).

Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org) or call 651-603-5940

The mission of **Community Action** is to **eliminate** poverty, **offer** support, and **deconstruct** the systems that cause and perpetuate economic disparities for people in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit [www.caprw.org](http://www.caprw.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*