

Title: **Marketing and Communications Intern**  
Reports To: Marketing and Communications Manager, Planning & Administration Department  
Type: Internship  
Duration: Ongoing

**Position Summary:**

CAPRW is looking for a motivated and passionate Marketing and Communications Intern. This intern will work directly with the Manager of Marketing & Communications to write social media posts, work on internal and external communications, and other marketing materials to advertise CAPRW's accomplishments and community programs. You will gain hands-on experience in organizational messaging, social media campaign creation, and nonprofit work.

This position requires a minimum commitment of 4 hours per week for at least 3 months and availability Monday – Thursday between 9:00 am and 3:30 pm. Ideal candidates are current students studying marketing, communications, English, or a related field. We also welcome students who may not be majoring in these areas but are passionate about them and can demonstrate relevant experience.

**Your Impact:**

The Marketing and Communications Intern plays a vital role in advancing CAPRW's mission by helping share our programs, services, and impact with the community. Through creating stories, social media, and outreach materials, the intern amplifies the voices of the individuals and families we serve. By strengthening our communications, the intern helps ensure that more community members know how to access resources that support stability, opportunity, and long-term success.

**Essential Functions:**

**Duties & Responsibilities:**

- Generate social media campaigns and day-to-day content for CAPRW's social media platforms (Facebook, Instagram, LinkedIn). This includes but is not limited to: creating graphics, editing videos, taking photographs and raw video footage
- Help edit copy for marketing materials as well as internal and external communications
- 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.

**Qualifications:**

**Education & Experience:**

- Must be at least 16 years of age
- Ideal candidates are current students studying marketing, communications, English, or a related field

**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 adapt to new processes, tools and environments
- Ability to pull a problem apart and figure out how to fix it
- 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) required
- Must successfully pass a criminal background check

**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. 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.

**Environmental Requirements:**

Small office environment on a small team. There may be occasional travel required to and from events and meetings.

**Time Commitment:**

Minimum of 4 hours per week for 3+ months. Must be available during office hours Monday - Thursday from 9 am - 3:30 pm. 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.)

**REGISTRATION INFORMATION:**

Complete a Volunteer Application, which includes providing your resume, at  
<https://caprw.org/take-action/volunteer.html>

Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org).

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. 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.*

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