



## Communications Intern

### General Information

Exile International's mission is to empower rescued child soldiers and children orphaned by war to become leaders for peace through art-focused trauma care and holistic, rehabilitative care. All interns must be Nashville-based for the duration of their internship. Interns do not work directly with the children or Exile's African staff; however, they will have the opportunity to work with all US staff members and learn the inner workings of a non-profit. Exile's workweek is typically M-F within the hours of 9:00am – 5:00pm. Interns will work alongside the Exile Intl team and independently (this is flexible depending on the current need). We offer interns the opportunity to gain knowledge and experience about the structuring and day-to-day work that goes into making a nonprofit organization run smoothly.

### Communications Intern

#### REQUIREMENTS:

- Nashville-based
- Passionate, hard-working, adaptable, and teachable
- College student or recent graduate
- Minimum of 10 hours/week
- Interns must have a laptop and be willing to use it for work purposes
- Tasks involve working within various areas of the nonprofit including, but not limited to, executive, administrative, and creative levels
- Each person's internship may vary based on availability and skill set.

As a **Communications Intern**, you will have the opportunity to deep dive into a fast-paced environment, gaining helpful knowledge in global strategy and international relations alongside Exile Intl's US Creative team. Work alongside the Creative Manager to build your design skills on real projects, experience using diverse media and tools, and learn how to engage a brand's audience utilizing both design and storytelling.

Duties include, but are not limited to:

- Aid in strategic and logistical planning for social media promotion of fundraising events
- With the Creative Manager, manage and post to social media accounts on event-specific days
- Draft weekly, non-campaign post calendars, including graphics and content for Facebook, Instagram, and Twitter
- Update blog and social media sites, as needed
- Bring new and creative ideas to Exile Intl's marketing techniques
- Assist Creative Manager with day-to-day media needs
- Respond to all comments, DMs, and messages on all media outlets (min 3x/week)
- Responsible for various errands, assisting Administrative Intern as needed, and assisting executive team as needed