

**Communications and Marketing Internship/Scholarship**

**with a Community Service Oriented Nonprofit\***

Are you an undergraduate student or graduate looking to build skills and experience in nonprofit communications through a **PAID** internship that includes a scholarship and possibly college credit\*\*?

The **Nathaniel H. Pickett II Foundation** (**NHPIIF)** is a non-partisan social justice and community service-based nonprofit. The foundation was founded by Ms. Dominic Archibald whose Son, Nathaniel “Nate” H. Pickett II was killed by a Sheriff’s Deputy in San Bernardino, CA in 2015. Nate was not armed and had not commit a crime. These facts were highlighted in a 2018 civil trial. Thousands are killed and/or assaulted annually as a result of law enforcement and community violence. We want you to join NHPII in the fight for social justice.

Are you an undergraduate student or graduate looking to build skills and experience in nonprofit communications through a **PAID** internship?

You will gain hands-on experience in the day-to-day planning and execution of a nonprofit’s communications programming, such as writing blog posts, email marketing, design, social media, media outreach and more.

We would love to meet you to find out more about you and your awesome skills, and to see if our small organization, diverse team and culture is a good match.

**Areas of Learning and Responsibilities**

Email Marketing

• Create monthly e-newsletters, announcements and other email messages sent to our electronic mailing lists

• Manage mailing lists.

Social Media

• Track, update and analyze social media statistics.

• Draft social media images and posts as needed.

Website

• Update nhp2foundationorg.squarespace.com as needed for media mentions, new reports, monthly polls and other types of content.

• Track, update and analyze monthly website statistics.

Blog

• Write blog posts.

• Create social images for blog posts as needed.

• Assist in sourcing and publishing staff and guest blog posts.

Media

• Track media mentions.

• Create and maintain media lists.

Database

• Update mailing lists and contact information as needed.

• Manage automated workflows as needed.

Administrative

• Assist in record keeping and coordinating with communications vendors.

• Assist in developing PowerPoint presentation slides as needed.

**Skills and Experience**

Required:

• Excellent written and verbal communication skills, with the ability to distill and convey information clearly and concisely.

• Detail-oriented with a can-do, roll-up-your-sleeves attitude.

• Excellent time management and organization skills, yet comfortable with priority changes.

• Has a passion for social justice.

• High level of professionalism and outstanding work ethic.

Ideal:

• Undergraduate student or graduate student with a background in PR, Communications, Marketing, Journalism or Graphic Arts. However, other majors will be considered. GPA 2.95 or higher.

**Hours and Stipend:**

Virtual meeting attendance is expected however, production hours are flexible. Success is based on project completion. Compensation is $350 for 20-25hrs per month. Students enrolled in a college, university or paid private high school will receive an additional $100 in scholarship funds paid directly to the school (over 10 months). Interns may negotiate school credit on a case-by-case basis. *This position also includes paid travel opportunities and may include other professional courses as a benefit.*

**Application Process:**

Send a cover letter, a resume and a one-page writing sample via email to info@nhp2foundation.org with “Communications and Marketing Intern” in the subject line. Applications will be taken, and interviews will be conducted until the internship is filled.

This is not to be construed as employment with the NHP2 Foundation. Interns can and will be released and scholarships can and will be terminated for non-performance or inappropriate behavior. Interested interns may be required to reapply and compete for the position. Students may also be able to coordinate college credit for the internship.

**January 31, 2024**