

COMMUNICATIONS INTERNSHIP

Northern Virginia Mediation Service (NVMS) offers opportunities for students to perform credit-based internships throughout the year, one of which is the Communications Internship.

The intern will provide much needed assistance in vital areas of our small, grassroots dispute resolution center. We are able to provide accessible and affordable dispute resolution services and education to members of our community by enlisting the time and talent of our staff, interns, and volunteers. Your participation in this internship will help NVMS continue to move forward in accomplishing this goal, while you receive valuable skills.

Description: The Communications Intern will be responsible for multiple aspects of marketing our services, including the development of a long-term marketing plan, engaging new advertising techniques, and the creation of promotional materials.

Responsibilities:

- Conduct market research
- Develop print and website- and social media-based promotional materials for NVMS events, services, and trainings
- Develop and implement specific approaches to marketing NVMS's emerging services and special events with an emphasis on market development
- Assist with public relations, writing copy, program leadership teams, and follow-up with interested partnering organizations
- Attend NVMS and external events that promote the organization
- Produce weekly reports on your assignments

Qualifications:

- Strong verbal and written communications skills
- Proficiency in Microsoft Office Suite
- Familiarity with Adobe Creative Suite, a plus
- Basic website management
- Ability to work independently, self-manage, and complete tasks within deadlines
- Positive attitude and flexible

Requirements: All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit (3-4 credits) and benefits.

Benefits: The intern learns the organizational structure of a non-profit, including management, services, marketing, public relations, and fundraising. The intern, also, will have the opportunity to participate in up to **6 days of professional training** in mediation, facilitation, and more at **NO COST for a value of up to \$2,650.**

Deadlines for 2012

Immediate Opening: Application Deadline is March 1. Intern has the option of serving through the summer.

Please submit your application via the email address below in a PDF file.

Contact:	Courtney Burkey, Communications Manager	703.865.7272 (direct line)
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