



Position: Communications Intern

**Internship Duration: Spring Semester (Part time: 20 hours); Possibility for remote work
College credit available**

About Northern Virginia Mediation Service:

Northern Virginia Mediation Service (NVMS) is a community dispute resolution center in Fairfax, Virginia affiliated with the School of Conflict Analysis and Resolution at George Mason University and a member of the Virginia Association for Community Conflict Resolution. The mission of NVMS is to equip the Northern Virginia community to constructively address conflict by providing:

1. Mediation, facilitation, and restorative practice services to resolve disagreements,
2. Training to develop skilled practitioners who deliver mediation, facilitation, and restorative practice services, and
3. Education for community members about alternative approaches to addressing conflict.

For more information please see our website at: www.nvms.us

Internship Description:

The Communications Intern will work closely with Program Managers as well as the Executive Director to promote NVMS services. NVMS is seeking a highly creative, motivated and organized intern who is interested in contributing to a greater cause. The ideal candidate would support website content design, social media outreach as well as fundraising ideas.

Responsibilities:

- Prepare content for social media outreach and marketing activities.
- Update NVMS online presence through its website, email newsletters and social media tools.
- Develop communication themes and messages.
- Assist with developing marketing and fundraising ideas.

Qualifications:

- Currently enrolled in undergraduate or graduate program of study.
- Major or specialization in: Communications, Journalism, Marketing, Business or relevant field.
- Strong written and communication skills.
- Social media savvy.
- Experience maintaining website content on WordPress platform.
- Previous experience with marketing and or communications desired but not required.
- Proficiency in the Adobe Creative Suite, especially InDesign, Photoshop, and Illustrator is a plus.
- Strong organizational skills and great attention to detail.

How to apply: Please submit a cover letter and resume by November 16th to humanresources@nvms.us