



NATIONAL DOMESTIC VIOLENCE HOTLINE

JOB DESCRIPTION

Job Title: Fall Communications Intern	Reports to: Communications Director
Department: Communications/External Affairs	FSLA STATUS: Temporary

Compensation: \$1,500/month

SUMMARY

The **Fall Communications Intern** is a member of the National Domestic Violence Hotline's (The Hotline) communications team and works collaboratively with departments across the organization. This is an opportunity for those looking to gain experience in communications, marketing, and public relations. This position will provide hands-on experience and opportunities to make significant contributions. Under the supervision of the Communications Director, the **Fall Communications Intern** assists the communications team with campaigns and ongoing projects. In addition, the intern creates high-quality, inclusive, and survivor-centered content with brand consistency. **This internship will be from August 1, 2024, to October 31, 2024.**

ESSENTIAL DUTIES/RESPONSIBILITIES

- Assist the communications team with digital projects that follow our strategic plan. These projects promote the National Domestic Violence Hotline's mission and brands to end domestic violence and uplift survivors.
- Support the social media manager by writing, updating, and identifying evergreen social media content, including feature articles, interviews, webinars, and digital content to share with audiences on The Hotline and love is respect's social media platforms.
- Support outreach and engagement with more than 900 Speakers Bureau members by matching them to speaking events in their communities.
- Assist with video production and creating video templates for evergreen vlogs and survivor stories.
- Support the web developer and content manager by improving our SEO scores on content and fixing metatags and alt text on our websites.
- Assist with projects and campaigns for Domestic Violence Awareness Month (DVAM).
- Other duties as assigned.

QUALIFICATIONS

- Enrollment in or completion of a university or similar educational program in communication, marketing, journalism, digital media, public relations, media studies, or any related field.
- Interest in communication, marketing, graphic design, UX, SEO, video production, social media.
- Proficiency in Microsoft Office and Adobe Creative Cloud including Adobe Illustrator, Photoshop, InDesign, Acrobat, Premiere, and After Effects.
- Demonstratable experience in communications including social media, video production, graphic design, UX/web management.
- Prior experience or background in the domestic violence field is a plus.
- Experience using Canva and JIRA is a plus.

WORKING CONDITIONS

- Position will be in-person with two days per week required in the office (hybrid option available for applicants in the Denver, Colorado area).
- Position will work up to 16 hours a week.
- Applicants must live in Austin, Texas or Denver, Colorado or the surrounding MSA.
- Must have a confidential, secure, and distraction-free home workspace.
- Prolonged sitting or standing using a keyboard, phone, and computer.
- Requires bending, stooping, lifting, and carrying objects up to 25 pounds, with or without accommodations.

The above statements are intended to describe the general nature and minimum level of work being performed. These statements are not intended to be construed as exhaustive of all duties, responsibilities and skills required for this position. The employee will be required to perform any other job-related duties as required by the job objectives, the leadership and mission and values of the National Domestic Violence Hotline. This description does not modify any employee's at-will-status and is not a contract for continued employment of any duration.

The National Domestic Violence Hotline operates 24/7. All work is conducted in alignment with the values of The Hotline.

- Integrity: We conduct every aspect of our work to the highest ethical standards and hold ourselves accountable to them. We value transparency and staunchly safeguard the confidentiality of those we serve.
- Thought Leadership: We are committed to learning constantly, developing innovative practices and evolving strategies as necessary to achieve our vision and mission.
- Excellence: We value performance and results. We aspire to be the best and to embrace the challenge to exceed expectations.
- Collaboration: We work as a team within the organization and with a wide range of partners outside of it, in the belief that only through these partnerships will we achieve the broadest impact.

- Social justice: We value diverse perspectives and strive to incorporate an anti-oppression lens in all aspects of our work.
- Caring: We conduct our work with compassion and in the spirit of inclusion, and we meet all individuals with respect and without judgment.
- Survivor-centered: Our work begins and ends with the interests of survivors of relationship abuse in mind.

TO APPLY

Email your resume and a link to your online portfolio or three work samples to Torrie Bethany, Communications Director, at tbethany@thehotline.org.