



## Communications Intern

**Job Title:** Communications Intern

**Duration:** Present - TBD

**Location:** Remote

**Time required:** 20 Hours Per Week

**Term:** 6 month contract, with option to extend

### **CSforALL:**

CSforALL is the national hub of the Computer Science for All Movement with a mission to make high-quality computer science an integral part of K-12 education in the United States. Our three pillar approach; Support Local Change, Increase Rigor and Equity, and Grow the Movement, directs our work across a national and local spectrum to provide equitable and accessible K-12 computer science education for every student. We engage with diverse stakeholders leading computer science initiatives across the nation to support and facilitate implementation of rigorous, inclusive and sustainable computer science.

### **Position Description:**

CSforALL (Computer Science for ALL) is looking for a stellar Communication Intern to support and collaborate with our CSforALL team, ensuring creative, effective, and consistent communication of CSforALL's strategy, initiatives, and stakeholders across the nation. This intern will be part of raising the national storying-telling bar, while gaining communications, non-profit, and national insight and skills.

### **Essential Duties and Responsibilities:**

- Research and draft newsletters, emails, briefing notes, and other materials regarding CSforALL and the CSforALL Summit
- Update branding across communication external material (powerpoints, speaker briefer, and one-pagers, etc.)
- Provide event planning and support (may occasionally fall outside of typical business hours)
- Maintain and organize CSforALL Summit speaker logistics and details
- Support and create multi-media assets for CSforALL Summit
- Organize and assist with national event logistics (branding, shipping, printing, reimbursements, etc.).
- Provide input, assistance and back-up in areas of media relations, website and brand.



**Minimum Qualifications:**

- Enrolled in a BA/BS degree in *Communications, Journalism, English or Media* program and/or equivalent practical experience.
- 1-2 years of experience in Communications, Marketing, and/or Public Relations
- Familiar with Buffer, Hootiesuite, Canva, Mailchimp, Google Doc, Media Lists, Livestream and other social media platforms
- Creative and clean writing, editing, and proofreading

**Preferred Qualifications:**

- Ability to work flexible hours on occasion.
- Detail oriented, organized and focused on quality
- Flexible and creative; able to handle changing priorities
- Proactive planner and responsive to urgent requests
- Team player

**To Apply:** Send the following to [recruiting@csforall.org](mailto:recruiting@csforall.org):

- Subject line: CSforALL Communications Intern Application: [YOUR NAME]
- Attachments: cover letter, resume / CV and media portfolio and/or creative writing sample

*\*CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.*