



Communications & Operations Intern

Job Title: Communications & Operations Intern

Duration: Present - TBD

Location: New York, New York

Time required: 15 Hours Per Week

Post Date: February 14th

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. For more information: www.csforall.org
Twitter: [@CSforALL](https://twitter.com/CSforALL)

Position Description:

CSforALL (Computer Science for ALL) is looking for a stellar Communication and Operations 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:

- Develop/Draft and brainstorm social media (Twitter, Facebook, Instagram) campaigns for awareness days, events, monthly themes.
- Research and draft national storytelling press releases, newsletters, articles, media backgrounders, key messages, briefing notes, and other materials regarding CSforALL storytelling outlets.
- Update branding across communication external material (social graphics, powerpoints, one-pagers, etc.)
- Provide event planning and support (may occasionally fall outside of typical business hours)
- 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.
- Assist in critical projects that foster internal culture and develop infrastructure that supports the efficiency of the team.



Minimum Qualifications:

- Enrolled in a BA/BS degree in *Communications, Journalism, or Media* program and/or equivalent practical experience.
- 1+ years of experience in Communications, Marketing, Event Planning and/or Public Relations
- Familiar with Buffer, Hootiesuite, Canva, Google Doc, Media Lists
- Creative and clean writing, editing, and proofreading

Preferred Qualifications:

- Ability to work flexible hours on occasion.
- Ability for potential travel in the fall
- Detail oriented, organized and focused on quality
- Flexible and creative; able to handle changing priorities
- Team player

To Apply: Send the following to info@csforall.org:

- Subject line: CSforALL Communications & Operations Intern Application: [YOUR NAME]
- Attachments: cover letter and resume / CV

**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.*