



Title: Communications Intern	Part-Time, Temporary
Reporting To: Deputy Executive Director	Hourly Wage: \$21/hour
Direct Reports: None	Posted: July 19, 2024

Position Overview

Greater Greater Washington seeks a communications intern to support our external communications with readers and supporters.

This is a part-time position suitable for a graduate student studying communications, marketing, or a related field during the fall semester of 2024, and will be of particular relevance to those who are interested in nonprofit organizations; event planning; the Washington, DC, region; and GGWash's issue areas of land use, housing, and transportation. We encourage and support individuals who can bring a racially, economically, or geographically diverse perspective to our organization and our work.

The mission of GGWash is to inform, engage, and influence the public and policy makers to advance racial, economic, and environmental justice in land use, transportation, and housing throughout Greater Washington. We fulfill our mission through policy and advocacy, education and engagement, and journalism. Our work builds civic capacity and moves the needle on important issues, in service of a broader vision of a dense, growing Washington region with an abundant supply of quality housing, attainable at all income levels, and a regional transportation network that prioritizes the needs of underserved users and makes it safe and easy to travel without a car. We work in support of public processes, plans, and policymaking that embrace both our responsibility to care for people we don't know personally and the need for cities to be shared among people who are here now and who will come in the future.

Responsibilities

Communications and marketing (50% of time)

- Generate and send daily email newsletter featuring content published on ggwash.org.
- Assist in marketing GGWash's events, including drafting email blasts and social media language and setting up registration pages.

- Generate and send monthly round-up newsletter of ways for GGWash's supporters to engage with us.
- Monitor inquiries sent to GGWash's organizational email inboxes.
- Maintain GGWash's events calendar, which includes submissions from community members.

Data entry and analysis (35% of time)

- Assist with day-to-day maintenance of our constituent relationship manager, EveryAction, by cleaning and updating supporter information and other data, generating and updating email lists, and generating reports to track supporter engagement.
- Track weekly website analytics using Google Analytics.

Events (15% of time)

- Assist with logistics for virtual and in-person events, such as webinars and meet-ups, including printing materials, generating registration lists, staffing a registration table, and/or providing basic Zoom tech support.

Efforts will be made to tailor specific tasks to your interests. You should also expect to assist with some administrative tasks and to take on other duties as assigned.

About you

You should apply **if you meet at least 75-80%** of the following criteria:

- You are organized, detail-oriented, and thorough in your work. You're the person your friends reach out to to proofread their research papers!
- You can quickly draft clear, clean copy and produce accurate, high-quality documents.
- You can take direction and manage multiple tasks simultaneously with minimal daily supervision.
- You're comfortable with databases, websites, and social media. It's a digital world, and you're happy to live in it.
- You're comfortable digging through forums or tutorials to suss out the fixes for technical glitches, and you're not afraid to ask for help if you can't find your way past a roadblock.
- You are interested in GGWash's issue areas of land use, housing, and transportation.
- You have a connection to or experience with the Washington, DC, region.
- You want to develop experience organizing successful events.
- You want to develop experience with communications, marketing, websites, and CRMs.
- You want to learn more about how nonprofits operate.
- You are able to work up to 20 hours per week for the duration of the internship.

Compensation

This is a paid internship compensated at \$21 per hour, for up to 20 hours per week, for a maximum of 350 hours between August/September 2024 and December 2024. This position is

not eligible for benefits. Exact hours and timing are somewhat flexible and will be determined between the intern and manager.

Work Environment

GGWash has a flexible, hybrid work environment, with some in-person work required at the GGWash office in the Navy Yard neighborhood of Washington, DC. For work-from-home days, this position requires access to a workspace with a reliable internet connection; if that isn't feasible, office space is available for work. Access to a car is not required.

Work hours are generally between 9:00am and 5:00 pm, with occasional mornings or evenings for special events.

How to apply

Interested candidates should send their resume, a one-page cover letter explaining why you think this position is a good fit for you, and a short writing sample to jobs@ggwash.org with "Communications Internship Application" in the subject line by the end of the day on Sunday, August 4, 2024.

Please direct any questions about the position to Chelsea Allinger at callinger@ggwash.org.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status, marital status, disability, or any other characteristic protected by applicable federal or local employment discrimination laws.