

Grantmakers for Education Communications Intern

- **Internship Location:** Grantmakers for Education headquarters, downtown Portland
- **Duration of Internship:** 11 weeks, mid-June through August; 12 hours/week
- **Type of position:** paid, limited duration, part-time; benefits not included
- **Rate of pay:** \$12/hour
- **Intern supervisor:** Rebecca Smith, Communications Manager
- **Application Deadline:** May 24, 2017

ABOUT THE POSITION

Public education is an area that can have a profound impact on our nation's future. At Grantmakers for Education, we get to work every day with organizations that are on the forefront of shaping public education. If you are interested in communication, nonprofits and/or the field of education and in helping to transform our future, this is the internship for you!

Come work with a diverse team whose daily mission is to help philanthropies make a concrete impact in improving public education and serving all learners. By supporting communications and data management in the organization, the communications intern will get an up-close look at how operations are run in a dynamic, partially virtual environment. You will learn about nonprofit communications in a collaborative team setting with talented coworkers who care deeply about our mission. As communications intern, you will deepen your knowledge and acquire hands-on experience with social media, online communities, data management and more while getting exposure to current issues and leaders in education philanthropy.

ACTIVITIES MAY INCLUDE:

- Researching news, events and publications to share online with leaders in education philanthropy
- Tracking and analyzing engagement data
- Researching and reporting on online engagement best practices
- Interviewing and publishing articles on thought leaders in education philanthropy
- Using Salesforce to capture accurate records
- Further developing your ability to manage competing priorities in a fast-paced environment, surrounded by other high-performing individuals
- Taking on other communications duties as assigned

IDEAL CANDIDATE POSSESSES THE FOLLOWING QUALIFICATIONS:

- Working toward BA/BS in education, communication, nonprofit management or related field
- Attention to detail
- Knowledge of social media management, strategy and analysis
- Willingness and enthusiasm to learn and to work hard
- Strong written and verbal communication skills
- Creative writing skills

- Creativity and flexibility in the face of complex problems
- Ability to work in a dynamic and collaborative work environment
- Proficiency in Microsoft Office
- Experience using Salesforce or other CRM a plus

ABOUT GRANTMAKERS FOR EDUCATION

Grantmakers for Education (GFE) is a national organization that serves the largest and most diverse consortium of education philanthropies in the nation. We support and enable funders to work synchronously on complex challenges from every angle, to help to shape the future of public education and, with it, the future of all learners across the country. For more information, see our website: edfunders.org.

TO APPLY

Please submit your resume, cover letter and a one page writing sample to Rebecca Smith, communications manager, at rsmith@edfunders.org by May 24, 2017.