

**YWCA Southeastern MA  
Job Description  
Communications Intern**

**Mission:**

**YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.**

**Reports to: Gail Fortes, Executive Director**

**Responsibilities:**

- Create historical newsletters that span through each decade of the organization. Currently the YWCA has completed up to the 1980's. We will need a highly skilled, attention to detail and motivated intern to complete this project. This will entail taking pictures that are in the organization archive and importing them into a digital newsletter utilizing Indesign. The project will entail the completion of 2 newsletters including a 1990's newsletter and 2000's newsletter.
- Post status updates to social media and create blog posts.
- Create a communications calendar and handbook itemizing all of the communications.
- Assist with designing marketing materials.
- Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

**Requirements:**

- Ability to handle, prioritize and manage multiple tasks while maintaining attention to detail.
- Ability to work independently.
- Strong organizational and problem-solving skills.
- Must be well organized, creative, and dependable.
- Excellent verbal and written communication skills a must.
- Proficient in basic Microsoft applications.
- Proficient with ADOBE Creative Suite/In Design software a plus.

**Learning Objectives:**

- Acquire knowledge in the daily operations of YWCA Southeastern Massachusetts, a local nonprofit that provides targeted services to women and girls, and its connection to YWCA USA and the World YWCA.
- Gain experience and transferable skills working for YWCA Southeastern Massachusetts, thus furthering education beyond the classroom.

**Internship Requirement:**

Intern can work a total of 5-10 hours per week. When and/or how these hours are to be completed will be arranged between the Intern and the Executive Director. The YWCA Administrative Office is open from 9:00am-4:00pm Monday-Friday. Some work may be completed remotely, but it is required that the student can commit to at least one day a week to work within the YWCA office.

Interns are required to maintain a professional appearance in both attire and character, and respect all YWCA policies, as outlined in the volunteer personnel handbook, including computer policies and codes of ethics and confidentiality.

**Instructions:**

Please send an email with a resume or statement on why you would like to intern for the YWCA Southeastern MA with qualifications and your availability to: Gail Fortes, Executive Director at [gfortes@ywcasema.org](mailto:gfortes@ywcasema.org)