



## **SPRING 2017 INTERNSHIP OPPORTUNITY**

**Title:** Intern, Communications & Marketing Assistant

**Organization:** Stamford Public Education Foundation

**Available positions:** 1

**Reporting to:** Marketing Associate

**Location:** Stamford, CT

### **About SPEF**

The Stamford Public Education Foundation is a registered 501(c)3 non-profit organization supporting the students and teachers in Stamford's Public Schools through community collaboration and philanthropy. At the elementary level, the foundation supports literacy initiatives and at the middle and high school levels our focus is on college and career readiness.

In 2014 SPEF's flagship program, the Stamford Mentoring Program, was one of fifteen mentoring programs nationwide to be selected to participate in the Quality Mentoring Assessment Path (QMAP), conducted by the Governor's Prevention Partnership. The program was rated as a highly effective program, the top rating possible.

In addition SPEF also receives funding and works closely with various top Fortune 500 Companies to improve educational opportunities for students in the Stamford public Schools.

### **Responsibilities:**

Develop and implement marketing and communication initiatives under the supervision and guidance of the Marketing and Programs Associate. You may be asked to:

- Assist with social media posts and developing strategies to improve SPEF's social media presence
- Update monthly web-based and social media analytics reports
- Communicate with partnering schools to ensure SPEF programs are listed in their communications with parents, students, and teachers to improve SPEF awareness and branding
- Assist with the development of our monthly newsletter
- Communicate with community partners regarding SPEF events that are open to the public
- Help design promotional posters, brochures, flyers, and SPEF swag
- Prior Experience in Hootsuite, Google Analytics, and Wordpress is preferred, but not required.

**Qualifications:**

- Experience working with social media platforms; Twitter, Instagram, Facebook, LinkedIn
- Must have reliable transportation
- Be flexible and trustworthy
- Demonstrate commitment to program's mission
- Be professional, yet friendly and easygoing
- Possess strong leadership and communication skills (both written and oral)
- Have experience working with youth
- Be proficient in Microsoft Office
- Experience with Adobe Creative Cloud and WordPress is a plus
- Bilingual (English/Spanish) preferred, but not required
- Must be available for 5-10 hours each week

**Experience gained**

Interns will have the unique experience of joining SPEF in the midst of new growth in our marketing and communications department. They will have first-hand experience of the steps that are required to develop a well-known brand as well as a solid and diverse base of supporters in the non-profit sector. Interns will participate in a group internship assignment with their colleagues as well as a professional development component that connects each intern with networking opportunities based on the profession of interest they express.

To apply please email a cover letter and resume to [info@spefct.org](mailto:info@spefct.org)