# Job Title: Communications and Marketing Intern

**Program:** Resettlement

**Reports to:** Resource Developer

**Location:** 1925 E Dublin Granville Road, Columbus, OH 43229

**Type of Position:**
- [ ] Full-time
- [ ] Part-time
- [ ] Temporary
- [x] Intern/Volunteer

**Hours/week:**
- [ ] 40 hours
- [ ] 30 hours
- [ ] 20 hours
- [ ] Other: Min 15 hrs/week

**Background Check Required:**
- [x] Yes
- [ ] No

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**Essential Job Functions:**
- Strategize marketing initiatives, responsible for design of public documents, promote educational and fundraising events on all CRIS platforms
- Writing stories for and managing CRIS’s blog, website, Facebook posts, and email blasts
- Interviewing clients, staff, and other players in refugee resettlement and immigration in Central Ohio
- Presenting CRIS and the refugee community in a professional manner
- Present refugee and immigration issues that are relevant to the community and doing so in an interesting and meaningful way
- Producing content for and publishing CRIS monthly newsletter with MailChimp

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**Work Experience and Skill Requirements:**
- Excellent written and verbal English language skills
- Skilled in interpersonal and intercultural communication
- Experience working with diverse populations
- Self-motivated with ability to work independently
- Experience with Wordpress, Facebook, and social media management
- Willingness to travel throughout Central Ohio
- Ability to create print materials

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**Work Experience and Education Preferences:**
- Bachelor’s Degree or student working towards Bachelor’s or Advanced Degree
- Experience working with refugees and immigrants
- Practiced marketing skills