

Position: Family Support Communications Intern

Culture:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Family Support Communications Intern is responsible for drafting content and assisting with its distribution to key audiences in support of communications specifically for Homewood-Brushton Family Support Center, a community resource of Trying Together. This content includes but is not limited to: e-communications; print collateral; social media; and web pages. This person will report to the Director of Communications and work collaboratively along with the Communications team to meet branding, communications, and marketing needs aligned with the organization's goals and strategy. He or she will also work with the Director of Homewood-Brushton Family Support Center and staff to engage existing and new families in its services.

Responsibilities:

- Coordinate and collect information about events, news, and programs at the Center.
- Write, edit, and schedule e-communications, specifically the Homewood-Brushton Family Support Center monthly e-newsletter.
- Develop and coordinate cultivation of new e-communications subscribers.
- Work with Communications Manager to write and edit content about Center events, news, and programs for social media platforms including Facebook and Twitter and with the Digital Media Manager to schedule it.
- Work with Communications Manager to write and edit event, news, and page content for web pages and with the Digital Media Manager to distribute it.
- Work with Director of Communications to coordinate Marketing Requests from Center staff, such as the development of print collateral with Trying Together's design firm.
- Attend key activities and programs at the Center to interview attendees, take pictures and video, and share information and resources.
- Attend community meetings and events to promote Center programs and services and coordinate cultivation of new e-communications subscribers.
- Rotate placement between the Trying Together home office in Squirrel Hill and the Homewood-Brushton Family Support Center.
- Related duties as assigned.

Qualifications:

- Associates Degree or Juniors or Seniors currently majoring in: Communications; English; Journalism; Marketing; Political Science; or Public Relations.

- Current knowledge and working experience with digital platforms including but not limited to: Adobe Creative Suite, Google Suite, MailChimp Pro, Microsoft Office Suite, social media, and WordPress.
- Strong oral and written communications skills.
- Experience working with diverse populations.
- Exceptional organizational skills and the ability to prioritize and execute tasks in an efficient manner.
- Knowledge, interest, or experience in advocacy, community engagement, nonprofits, and/or the early care and education field is helpful.
- Ability to work nights and weekends as needed.

Required Clearances:

- Clean Act 33 Child Abuse Clearance
- Clean Act 34 Criminal Clearance
- Clean Act 73 FBI Clearance

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement)

Interested Applicants:

Non-credit internships are unpaid and will be a maximum of 20 hours per week. For-credit internships are unpaid and will be a minimum of 20 hours per week. Applicants must express desired format and provide all necessary paperwork and documentation from college or university before beginning internship.

Submit a cover letter, resume, and three work-related references to jobs@tryingtogether.org to apply for the Family Support Communications Intern position. Phone calls will not be accepted. Posting will remain open until filled.