

**Position:** Communications Coordinator (Internship)**Culture:**

Trying Together's mission is to support high-quality care and education for young children.

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.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

**Purpose:**

The Communications Coordinator is responsible for drafting content and assisting with its distribution to key audiences in support of communications for 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 Assistant 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 various other Trying Together staff to engage existing and new audiences.

**Responsibilities**

During the course of the internship, the Communications Coordinator may be responsible for some or all of the following:

- Write, edit, and schedule e-communications across Trying Together and other streams including ELRC Region 5, Playful Pittsburgh Collaborative, Message from Me, Buzzword, Everyday Interactions Matter, Start Strong PA, and various others.
- Develop and coordinate cultivation of new e-communications subscribers.
- Work with Communications Managers to write and edit content about events, news, and programs for social media platforms including Facebook, Twitter, Pinterest, LinkedIn, and Instagram.
- Work with Communications Managers to write and edit event, news, and page content for web pages.
- Related duties as assigned.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.





**Qualifications:**

- Juniors or Seniors currently majoring in: Communications; English; Journalism; Marketing; Political Science; Public Relations; or a related field.
- Current knowledge and working experience with digital platforms including but not limited to: Adobe Creative Suite, Google Suite, MailChimp Pro, Microsoft Office Suite, NeonCRM, 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.

**Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.

**Required Training:**

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

**Interested Applicants:**

The Communications Coordinator is a for-credit internship. 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 academic or work-related references to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org) to apply for the Communications Coordinator position. Phone calls will not be accepted. Posting will remain open until filled.

