

Communications Intern



YOUTH & FAMILY SERVICES

Organization: New Day Youth & Family Services

Location: 1330 San Pedro Drive NE, Suite 201 – B, Albuquerque, NM 87110

Department: Development

Reports To: Development Director

Internship Status: Part Time; 5-10 hours/ week; Flexible Schedule

Unpaid Position

What is New Day Youth & Family Services? | ORGANIZATION OVERVIEW

New Day Youth & Family Services provides safety, skills, and support to teens in New Mexico. Our Safe Home is open 24 hours a day 365 days per year to provide safe housing to teens in crisis while our Transitional Living Program provides youth who are aging out of foster care and those who have experienced chronic homelessness a fresh start at life. Youth who enter our programs learn vital life skills such as emotional intelligence, cooking, and financial literacy at our on-site Life Skills Academy.

What's the position all about? | POSITION PURPOSE

As our communications intern you will assist with making sure our external communication is clear and consistent. To grow your knowledge in the communications field you will be asked to share with the Development Director what you would like to learn during your internship. The Development Director will work to the best of their ability to assist in your internship knowledge goal.

What will I do? | DUTIES & RESPONSIBILITIES

Social Media

- Dig into the web to find articles, stats, and factoids to share relating to New Day's mission
- Create compelling visual content about New Day to share via various social media channels

Newsletter

- Gather and input newsworthy content for monthly newsletter

Website

- Update and keep current content on ndnm.org

The Creative and Fun

- As an intern you will be a part of the New Day team and therefore have the opportunity to share innovative and creative communication ideas you have.

What do I have to have? | SKILLS REQUIRED

- Strong communication skills; verbal and written
- Experience with social media (Facebook, Twitter, & Google+)
- Self-motivated with good organizational skills
- A willingness to learn
- Strong problem solving skills
- Research skills

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www.ndnm.org | info@ndnm.org