



**Children's Defense Fund, Inc. – Communications Intern**

**November 2022**

**Position:** Communications Intern

**Reports to:** Ana Ruiz, Communications and Outreach Associate

**Job Location:** Austin, Texas, United States (remote with possibility of hybrid work)

**Internship Dates:** January through mid-May

**Compensation:** Interns receive \$15/hr for a maximum of 20 hours per week

### **Organization Overview**

The Children's Defense Fund (CDF) envisions a nation where marginalized children flourish, leaders prioritize their well-being and communities wield the power to ensure they thrive. CDF's Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

We serve and advocate for the largest, most diverse generation in America: the 74 million children and youth under the age of 18 and 30 million young adults under the age of 25, with particular attention to those living in poverty and in communities of color. CDF partners with policymakers, aligned organizations, and funders in this service. The Children's Defense Fund is the only national multi-issue advocacy organization working at the intersection of child well-being and racial justice by wielding the moral authority of programmatic proximity and community organizing to inform public policy. For more information visit [www.childrensdefense.org](http://www.childrensdefense.org) as well as <http://www.cdf-texas.org/>.

### **Position Summary**

The internship is based in Austin (remote with opportunities for hybrid work) and provides social media and communications support for all CDF-Texas policy and program areas, including relevant coalitions and campaigns. The intern works 20 hours/week, and will contribute to social media campaigns to promote the organization's research, reports, legislative issues, advocacy-related activities, and outreach efforts. CDF-Texas performs activities like advocate training/recruitment, story collection, public education, legislator visits, legislative briefings, public policy events, and more.

### **Responsibilities:**

- Supports CDF-Texas' overall communications
- With supervision, prepares and executes social media campaigns and content calendars for all CDF-Texas offices and coalitions, as needed (Existing platforms: Facebook, Twitter, Instagram, TikTok)
- Creates relevant and youth-focused video content
- Monitors blogs and social media accounts of allied groups to support the development of the organization's content calendar
- Updates the organization's media lists and tracks relevant publications
- Supports website maintenance
- Assists in the development and execution of special projects and events as needed



## Competencies

- Experience using social media for advocacy efforts, volunteer or paid
- Visual design skills, video skills are a plus
- Comfortable with digital software and able to learn new platforms
- Clear understanding of economic and racial justice issues and the ability to incorporate analysis of these issues into your work
- Ability to work effectively and calmly in a fast-paced, high-pressure environment and ability to multi-task
- Excellent verbal and written communication skills
- Strong organizational and execution skills
- Attention to detail
- Good interpersonal skills and high degree of professionalism.
- Commitment to social advocacy, racial and economic justice, and CDF's mission
- Strong computer, Internet and research skills

**Type of work environment associated with the job:** Indoor, office setting

## Additional Information

*The Children's Defense Fund is an Equal Opportunity Employer.*

*Note: This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee.*

Consideration will be given to qualified candidates on an ongoing basis until the position is filled. All inquiries will remain confidential until establishment of mutual, serious interest.