



## **Public Relations & Communications Intern**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.*

**Title of Position:** Public Relations & Communications Intern

**Internship Period:** Fall 2022

**Purpose:** Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources. Interns will contribute their time, skills and expertise and in exchange will gain experience in public relations and media management, community relations and outreach. The PR & Communications Intern will support the Development staff.

**Commitment:** Minimum of 15 hours per week; Consistent availability Monday - Friday 8am-4pm; specific schedule to be negotiated with supervisor.

**Duties:**

- Develop relationships with media members
- Research marketing and media strategy
- Develop content for fundraising campaigns
- Develop stories/content for social media, monthly newsletter and blog
- Interview clients/volunteers/staff and document events and programs
- Photograph various events and programs for promotion in media
- Design graphics in Canva
- Assist with event planning as needed

**Desired Skills and Experience:**

- Proficiency in Microsoft Office Programs
- Proficiency in G Suite
- Strong interpersonal skills
- Strong writing ability in various genres – press releases, newsletter, social media, etc.
- Previous media pitching, event planning and/or fundraising experience
- Experience managing media platforms—Twitter, Facebook, Instagram, Wordpress and Mailchimp
- Experience with graphic design in Canva, or more advanced programs
- Experience with photography and photo editing
- Experience scheduling and conducting interviews
- Passion for storytelling and meaningful communication

- Ability to work independently in a fast paced environment
- Ability to work and connect with individuals from diverse backgrounds

**Training:** Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

**Location:** 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).

**Supervisor:** This position reports to the Director of Development & Communications.

Please apply through NICE's Internship Application, and direct any additional questions to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).