

**CAMP ALDERSGATE, INC.**  
**JOB DESCRIPTION**  
**SUMMER COMMUNICATIONS INTERN**

**JOB SUMMARY:** Camp Aldersgate is seeking a PR/Communications Intern who is full of creative ideas and eager to learn and contribute. The intern will gain insight into the communications, creative and public relations side of a nonprofit organization and provide concrete deliverables. This position requires an energetic, dedicated and detail-oriented individual who can manage multiple tasks.

**SCHEDULE AND DURATION:** May 31st – July 31st. Approximately 40 hours per week.

**RESPONSIBLE TO:** Director of Communications

**JOB DUTIES AND RESPONSIBILITIES:**

- Fully support the organization’s communications plan
- Create and design content including weekly slideshows
- Draft email blasts using Constant Contact
- Adhere to brand guidelines and complete projects in a timely manner
- Help maintain social media and write blogs
- Perform research and market analysis activities
- Assist in administrative duties as needed

**MINIMUM QUALIFICATIONS:**

- Current enrollment in an accredited degree program majoring in marketing, communication, graphic design, journalism, public relations or related degree
- Excellent verbal and written communication skills
- Solid understanding of the different social networks and their best practices
- Basic knowledge of layouts, typography and other graphic design fundamentals
- Experience with Canva or other design software
- Efficiency in Microsoft Office

**PREFERRED QUALIFICATIONS:**

- Knowledge of AP Style
- Experience with video editing software such as PremierePro
- Experience with Adobe Photoshop, Lightroom, InDesign & Illustrator

**TO APPLY:** Please send your resume and portfolio to [bbridges@campaldersgate.net](mailto:bbridges@campaldersgate.net)