

JOB ANNOUNCEMENT – PLEASE POST – JOB ANNOUNCEMENT

Part-Time Web Content and Communications Intern

Position Available

The Food Research & Action Center (FRAC) is looking for a Web/Communications Intern to support the communications department from March 1, 2019-May 31, 2019. This position will report to the Communications Director.

Organizational Background

FRAC is the leading national nonprofit organization working to improve public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC works with hundreds of national, state and local nonprofit organizations, state and local public agencies, schools, corporations and labor organizations to address hunger, food insecurity, and their root cause, poverty.

Duties will include, but are not limited to:

- Work with staff to maintain and update FRAC’s websites to ensure content is timely, accurate, and relevant.
- Send email communications as assigned via FRAC’s Salsa Engage database, and make updates to database as needed.
- Participate in weekly team meetings to help with the planning and execution of website content and email communications.
- Assist with the development of monthly metrics reports by tracking analytics for website traffic and email open rates.
- Write FRAC’s *Weekly News Digest* e-newsletter that features news articles on nutrition programs.
- Assist in the coordination and technical support of FRAC’s webinars.
- General administrative tasks as needed.

Skills

- Proficient in Microsoft Office, including Word.
- Strong writing skills.
- Familiarity with Salsa Engage preferred, but not required.
- Excellent communication and organizational skills, and keen attention to detail.
- Resourcefulness, as well as ability to take initiative and to work both independently and as a team are vital.
- Knowledge of basic HTML and WordPress.
- Strong interpersonal skills.

Goals of the Internship

This internship will provide key work experience in website content and design and a broader understanding of communications at a nonprofit organization.

Benefits

This is a part-time internship not to exceed 20 hours per week. The position will be paid an hourly rate of \$15. The position is onsite and cannot be done remotely.

To Apply

Applications are due by February 15, 2019. Email cover letter and resume to employment@frac.org. Include "Web/Communications Intern" in subject line.

FRAC is especially interested in candidates who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on sex, race, age, religious creed, sexual orientation, disability or ethnic or national origin.