



## **Communications Intern**

- Job Description -

The [Hunt Institute](#)'s mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

### **Position**

This unpaid internship provides a hands-on learning experience offering meaningful and practical work related to the student's career interest in a professional environment. Undergraduate students (who have completed their sophomore year) or Graduate students working toward a degree in communications, journalism, media relations, public policy, political science, or a related field are encouraged to apply. Our most successful interns will have: strong writing, analytical, social media, and multi-tasking skills. The Hunt Institute's Communication Intern will work directly with the Institute's Visual Designer as well as the Chief of Staff and Policy Analysts to support the Institute's communications and marketing efforts across all programs.

### **Responsibilities**

- Assist in drafting social media language and content across all media accounts including Twitter, Facebook and LinkedIn, as well as maintaining social scheduling and daily engagement;
- Monitor print and digital media for coverage that includes mention of programs, policy reports and experts;
- Develop ideas on how to better engage audiences and drive digital engagement;
- Conduct benchmarking and assist in collecting metrics across social and web platforms, running analytic reports, analyzing data and providing insights and recommendations;
- Assist in preparing and distributing press releases;
- Research and identify relevant media targets and updating media contact lists across states to reflect editorial staff and beat changes;
- Assist with blog and webinar content including drafting and editing copy and maintaining general file organization;
- Assist with email marketing including content development, A/B Testing, online event registration pages and capturing analytics;
- Assist with growing the Institute's email list, including segmentation.
- Perform other duties as assigned.

## Qualifications

- ✓ Excellent interpersonal, verbal and written communication skills.
- ✓ Proficiency in Microsoft Word, Excel, and PowerPoint.
- ✓ Ability to prioritize, multi-task and maintain attention to detail with competing priorities.
- ✓ Effective project management and time management skills.
- ✓ Ability to work both independently and as part of a team.
- ✓ Ability to synthesize information and present findings or recommendations to stakeholders;
- ✓ Ideal candidates will demonstrate resourcefulness, good judgement and willingness to communicate and ask questions when needed.
- ✓ Experience is not necessary but encouraged with the following software programs:  
Microsoft Office Suite, Outlook, Google Analytics, Mailchimp, Hootsuite, InDesign and/or Photoshop, Twitter, Facebook, LinkedIn and Medium.
- ✓ Current enrollment in a relevant undergraduate or graduate program.

This is a part-time position with applicants committing to a minimum number of hours per week (no less than 10 hours per week during regular business hours), with some flexibility around an academic course schedule and ability to work off-site. To apply, please submit your cover letter, along with a résumé or CV to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line "Communications Intern." Position is open until filled.