



## 2019 Spring Semester Communications Internship

### **Office Hours and Weekly Schedule**

- Deliver weekly programs at Perry School and other program locations
- Expected to work 20 hours per week, office hours will be discussed

### **Job Role**

- Assist with all details of program delivery at sites determined by the ED and Program Coordinator
- Participate in weekly staff meetings
- Provide general support to the Program Coordinator, DED, and ED
- Support and facilitate volunteer training and programs
- Attend at least 1 Peace Academy, and be an advocate for peace and for LFFP in daily life and work

### **Core Responsibilities**

- Design and develop all marketing and communications materials
- Produce the quarterly LFFP newsletter and monthly e-newsletters
- Oversee and create content for LFFP's social media accounts, blog, and articles
- Photograph at LFFP programs and events, when necessary
- Keep track of testimonials and other material to post on the blog
- Come up with ways to implement productive and effective communication schedule

### **Qualifications**

- Currently enrolled in college
- Proficiency in Microsoft Office, Publisher, and Canva
- Ease with engaging a wide range of stakeholders and cultures and strong written and verbal communication skills
- Excellent analytic skills
- Ability to multi-task and prioritize
- Proven ability to create and improve systems and processes
- Ability to work both independently and embrace a collaborative team approach
- Passion and desire for personal inner peace
- Passionate about LFFP's mission to counter violence and contribute to a worldwide culture of peace, by sharing skills to prevent, resolve, and transform conflict with individuals, families, teams, and communities

**Click here to apply!**