



PhotovoiceWorldwide.com



Sharing Photovoice knowledge and skills since 2002™

PhotovoiceWorldwide Marketing and Communications Internship
Location: Remote

PhotovoiceWorldwide LLC offers interactive, online professional development courses. On completion, participants have the knowledge, skills, and tools to implement their Photovoice Plan. Consulting services and trainings are available in-person or online. Our mission is to help people worldwide to be successful in using photovoice ethically and safely and create a community of people using photovoice for social justice purposes in health and other disciplines. For more information, go to <http://www.photovoiceworldwide.com/>.

If interest, contact us at info@photovoiceworldwide.com to receive the application guidelines, which include a letter of interest, a writing sample, and an online interview as requested.

Position Summary:

The intern will support the organization on all major initiatives, campaigns, and events by actively contributing to the development and implementation of marketing and communications plans, and managing logistics to keep the company's marketing and communication running smoothly. He/she will manage the social media accounts, email marketing and newsletters for PhotovoiceWorldwide; write and edit blogs, and craft posts; assist in the development of other marketing and communications materials, and assist with social media campaigns and media outreach, and manage a photograph database for use in social media posts and on the company website.

The person in this role must be able to work in a remote environment, write clean, compelling copy under deadline and be familiar with the latest trends in social media marketing. Successful candidates will have analytical skills, be highly organized and efficient, able to prioritize and multi-task, and will thrive in an environment that is characterized by growth, diversity, creativity, and social justice.

Position Functions and Responsibilities include:

- Write and edit clean, compelling editorial content, including blogs, social media posts, web content, and other messaging; work with company staff to revise and finalize.
- Manage social media accounts and create content, working with PhotovoiceWorldwide staff to build presence and increase engagement.
- Maintain in-house photo library; assist in collection and management of still photography and video assets to complement communication strategies.
- Write, build and distribute email newsletters and other email communications.
- Implement website updates and edits, including blog production, with accuracy.
- Assist in managing the organization's editorial calendar.
- Create and analyze monthly reports summarizing social media reach and engagement, website metrics, and impressions.
- Research information and current trends to keep marketing, press materials and media pitches fresh and accurate.
- Participate in brainstorming strategic and impactful angles, initiatives and activities to support organization goals and campaigns.



- Participate in weekly or biweekly touch-base meetings to review assignments and accomplishments
- As possible given competing schedules, participate in an online professional development training (at no cost) offered through PhotovoiceWorldwide ('Talking with Pictures' or 'Deep Seeing').
- Other duties as assigned.

Core Knowledge, Skills and Abilities:

- Solid writing and editing skills, with the ability to create quality content in a fast-paced environment with competing deadlines.
- Strong interpersonal, organizational, project management and time management skills, with superior attention to detail and the ability to deal effectively with a diversity of people.
- Demonstrated leadership, strategic-thinking and problem-solving skills, with the ability to share creative and new ideas, and to brainstorm and discuss with others.
- Ability to work well independently and in a team environment; must be versatile and a self-starter; able to maintain a high level of professionalism, integrity and confidentiality.
- Ability to research and analyze various types of data and information.
- Familiarity with social media platforms required, with demonstrated use of social media in a professional setting.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) required.
- Experience using Adobe Creative Suite (Photoshop, Illustrator, InDesign), Google Analytics, , HTML/CSS, Word, Endnote, and/or Excel are helpful, but not required.
- Knowledge of APA Style is preferred.

Requirements:

- A bachelor's degree in communications, marketing, PR, journalism or a related field in-progress (at a minimum junior or senior).
- Experience in marketing, communications or public relations, with emphasis on social media marketing and creating quality editorial content. (May include relevant fellowships, externships and internship experiences.)
- Excellent communication skills – written and verbal; strong interpersonal skills.
- Enthusiastic commitment to PhotovoiceWorldwide's mission and vision to create a community of people using participatory visual methods for social justice purposes in health and other disciplines.

The term of this internship begins on a date agreed upon by all. This is an unpaid internship.

Time Commitment: 5-10 hours per week. Not to exceed 20 hours per week.