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MARKETING & COMMUNICATIONS INTERN

Organization Summary: Oliver Scholars prepares high-achieving Black and Latino students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary and Reporting: Oliver Scholars seeks a creative, knowledgeable intern to assist marketing and communications efforts. This position reports to the Senior Marketing & Communications Strategist and is an excellent opportunity to experience various aspects of marketing, branding, and communications for an educational nonprofit organization.

Responsibilities:

- Update and maintain Oliver's social media presence, including scheduling updates in advance, selecting images, seeking content from others that Oliver can leverage for partnerships, etc.
- Research articles, videos, new reports, and statistics related to education, college-access, social justice, and race and class disparities in educational attainment
- Find and connect Oliver's feeds to influencers in college access, including researchers, journalists, organizations, policymakers, independent school administrators, etc.
- Help to identify communications-related partnership opportunities among influencer organizations in college access, e.g., NPOs, policymakers, independent researchers, D&I professionals at independent schools and collegiate institutions, etc.
- Assist in producing newsletter
- Assist with designing flyers, graphics, e-blasts and other marketing material as needed
- Update the Oliver's website as directed

Qualifications:

- An effective communicator, both written and oral
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship/related experience a must; in marketing or communications is a plus
- Proficiency in Adobe Suite highly desired
- Knowledge of basic HTML and graphic design highly desired

- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, and multi-task
- Enthusiasm for education, social justice, and equity

Desired Competencies:

- **Ethics:** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Adaptability:** Adapts to changes in the work environment; willing to learn new techniques and procedures; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- **Innovation & Initiative:** Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; looks for, and takes advantages of, opportunities
- **Planning/Organizing & Project Management:** Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals/objectives; organizes or schedules other people and their tasks; develops realistic action plans; communicates changes and progress; completes projects on time and budget
- **Interpersonal Skills** - Focuses on solving conflict not blaming; listens to others without interrupting; keeps emotions under control; has ability to look at situations from several points of view and work collaboratively with individuals at all levels (internally and externally); remains open to others' ideas and tries new things
- **Analytical Skills** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures; aligns work with strategic goals
- **Strategic Thinking & Problem Solving** - Identifies and resolves problems; develops alternative solutions; uses reason even when dealing with emotional topics; develops strategies to achieve goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions

HOW TO APPLY: For consideration, please forward your cover letter and resume to jobs@oliverscholars.org. Please note, "**Marketing & Communications Intern - (your last name)**" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.