

# OLIVER SCHOLARS

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## MARKETING AND COMMUNICATIONS INTERN

**Organization Mission:** Oliver Scholars prepares high-achieving Black and Latinx 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 and Summary Reporting:** Reporting to the Director of Marketing and Communications, the Intern will work directly with the communications and executive team to produce print, social media and digital marketing materials. This role is ideal for a highly organized, and creative individual looking to learn more about marketing in the education / non-profit sector. This is a fun internship for those who are motivated by writing, production, and design.

### Responsibilities:

- *Social media marketing and research*
- *Support design of newsletters and out going communications*
- *Support live video production*
- *Support creation of marketing materials*
- *Support Oliver library video creation*
- *Support website updates and migration*

### Qualifications

- *Current or recent enrollment in graduate or undergraduate degree program with interest in marketing, production, or communications*
- *Graphic design experience is a must (InDesign, Photoshop, or web- based program)*
- *Strong proficiency in all social media platforms*
- *Proficiency in Microsoft Suite applications (Word, Excel, PowerPoint) Adobe Acrobat and Google Suite*
- *Video editing experience a plus (Final Cut Pro, Avid, Imovie)*
- *HTML and word press experience a plus*
- *Strong persuasive writing skills helpful*

### Desired Competencies

- **Takes initiative:** Act on one's own initiative; making the most of opportunities; undertaking tasks, even if it entails risk
- **Creative:** Coming up with new ideas, approaches or solutions

- **Flexible:** Manages to adapt if circumstances change
- **Written communication:** Is capable of communicating well in writing, even with people who communicate differently
- **Verbal communication:** Understands others and being understood in verbal communication
- **Teamwork:** Work well with others and thrive in a team environment
- **Integrity:** Submits finished work-product that meets your own high standards
- **Commitment to excellence:** Strives to do deliver your best work-product
- **Collaborative learner:** Enjoys working with others to learn on the job

**Time commitment:** Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

**Compensation:** There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

## HOW TO APPLY

For consideration, please forward your cover letter and resume to [internjobs@oliverscholars.org](mailto:internjobs@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.