

## Job Posting for *Communications Intern*

**El Centro Inc.** is a non-profit 501(c)(3) that believes in the power and potential of Latinx entrepreneurs in the U.S. We understand that language access is one of the most common barriers to their success; this is why we specialize in providing information and access to resources to help establish financial wellness for individuals, entrepreneurs and small business owners in their native language.

### Summary

**El Centro** seeks a bilingual (Spanish speaking) dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a nationally well-known community based nonprofit organization.

### Essential Duties and Responsibilities

Including, but not limited to, the following.

- Update and maintain El Centro's social media presence, including scheduling Facebook, Instagram, LinkedIn & Twitter updates;
- Assist in planning, writing and managing monthly e-newsletter;
- Designing flyers, graphics, and other marketing materials for major events hosted by El Centro;
- Update the El Centro website when needed (Weebly);
- Collaborate with staff on new ideas, events & membership;
- Draft and design Training event signage and event program;
- Assist with special events;
- Assist in gathering speaker photos, bios and presentations for Training;
- Other related duties as assigned.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Firm grasp of available tools and platforms in the social media space;
- Completed or working toward a college degree, preferably in a related field (e.g., English, Spanish, Marketing/Communications, or Public Relations);
- Previous internship or related experience in marketing or communications is a plus;

- Must be computer literate (Word, PowerPoint, Excel);
- Proficiency in Adobe InDesign, Illustrator, Canva, and Photoshop is highly desired. Knowledge of HTML, CSS and graphic design is a plus;
- An effective communicator, both written and oral;
- Ability to communicate in a professional manner with press and community contacts;
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines;
- Enthusiasm for the mission of El Centro and the entrepreneurs we serve.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in communications & marketing;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership and El Centro customers;
- Demonstrated skill and comfort in graphic design, social media, and website design.