



## Communications Internship

**Description:** Spielbound, a non-profit organization that seeks to provide all people the challenge, art, and fun unique to the world of board games, is searching for a motivated individual to help expand our communications efforts to meet our increasing communications needs. This position is for someone interested in learning all aspects of media, social networking and outreach for a one-of-a-kind non-profit organization. Tasks will focus on building our social media, website, and outreach efforts, which in turn will build a strong base of supporters including members, donors, artists, teachers, players, and champions within the community.

This internship requires 5 to 15 hours per week for a 4-month period. The first 4-month internship is an unpaid position, but should the intern be invited to stay on for a second 4-month internship, the position would then receive a stipend. Further, interns will leave with skills, experience and knowledge that will make them more competitive when looking for future employment.

**Tasks:** The internship will involve various tasks including:

- Drafting copy for press releases, website content, program flyers and blogs
- Promoting Spielbound through its social media accounts such as Twitter and Facebook
- Updating community calendars with program information
- Drafting weekly Spielbound e-newsletters
- Managing content on the Spielbound website possibly including creation of new and editing of existing content
- Using graphic design and creative skills to assist in marketing strategies and program outreach. This includes graphic development for marketing materials, advertising, and Spielbound's website and working with our volunteer graphic illustrators
- Reviewing and reporting online traffic and social media interactions
- Providing assistance with communication efforts between Spielbound leadership and other organizations, businesses and educational institutions. As with all our positions, the successful candidate also at times will need to assist with promoting and staffing programming.

### **Successful Candidates:**

- Share a passion for board games and bringing people together over play
- Are highly self-directed, motivated, and proactive
- Are organized and thorough
- Are dependable
- Demonstrate strong writing, communication, and interpersonal skills
- Are able to communicate with a diverse community
- Can be a supportive member of a team, while working from her/his own space or in a small office environment
- Are flexible, resourceful, and creative problem solvers
- Have a working knowledge of social networking sites such as Twitter, Facebook, and others
- Are knowledgeable with spreadsheets and good at collecting/tracking data
- Have a proven track record of meeting deadlines, prioritizing multiple tasks, and resourcefulness
- Can provide creative input and suggestions. Experience with Google Apps is not required, but helpful. Students interested in nonprofit communications, advertising, branding, direct marketing, promotion, publicity, and public relations are encouraged to apply.

Professionals who are looking for more experience in this field or are interested in a career change are also welcome to apply. Interested individuals should send cover letter, resume and references to [kaleb@spielbound.org](mailto:kaleb@spielbound.org) with "Communications Intern" in the subject line. Spielbound welcomes applicants of all religious traditions, ethnic, cultural and economic backgrounds, gender identities, sexual orientations, as well as varying levels of physical ability.