

Public Relations Intern

The Public Relations Intern will work with the Board of Directors providing support to the JB Dondolo enterprise and individual initiatives in collaboration with partners to advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity and no poverty. The Intern will support the organization in engaging with external audiences and shaping its brand to raise awareness of its contributions in these areas of focus. This **volunteer** position represents 2 vacancies. A minimum of 6 hours per week is required for a duration of 6-12 months.

Responsibilities

- Create a wide range of content including story angles for PR campaigns, social media collateral, briefing pages, interviews, press releases and blog posts
- Work closely across the organization and with JB Dondolo media partners to support coordination of PR for the organization's various initiatives including Music for Water, Sweet Compassion, Water for Widows, and Voices for Water
- Support JB Dondolo in raising awareness about their external engagement opportunities such as speaking events, conference presentations, podcasts, interviews, and other addresses
- Evangelize JB Dondolo supporters and partners through relevant communications platforms
- Maintain internal databases to support influencer identification, team-wide analytics, relationship tracking and social media campaigns
- Support JB Dondolo marketing campaigns through research, analysis, and understanding outreach analytics services such as Google Analytics
- Learn various social media and communications technologies to support ongoing success

Qualifications

- Bachelor's degree or higher in a related field or working towards a related degree
- Intellectually curious and passionate interest, with a track record of demonstrated ability and willingness to learn and apply knowledge to develop new and creative PR solutions in community service, philanthropy, nonprofit sector, gender equity and/or WASH
- Experience Google analytics and other methods to compare outreach strategies and target population responsiveness
- Knowledge of emerging technologies, social media platforms and other types of new media (including but not limited to the following: Facebook, LinkedIn, Twitter, Instagram, and YouTube)
- Strong creative and analytical skills with the ability to quickly generate articles for social media posts, blog and copy edit
- Proficient writing skills in English
- Excellent interpersonal skills with the ability to work individually and with others
- Experience with Microsoft Office including Outlook, Word, Excel & PowerPoint is required
- Other types of interests and skill sets are also welcomed, including the following: project management, data analytics, nonprofit marketing, public health, public policy, and advocacy

How to Apply

Please send a resume/CV and cover letter to team@jbdondolo.org with the subject line: Public Relations Intern application. Applications are due by March 1st at 11:59:59 PM EST.