



BEST BEGINNINGS

Alaska's Early Childhood Investment

POSITION DESCRIPTION

Communications Intern

Best Beginnings is the statewide public-private partnership that mobilizes people and resources to ensure all Alaska children begin school ready to succeed.

The Communications Intern supports the communications work of Best Beginnings in its effort to reach parents, educate community members about the importance of early learning, and promote the various programs surrounding early literacy.

This position is part-time (20 - 30 hours per week), hourly, grant-funded, and based in Anchorage. Open until filled. Desired start date is May 28th – this is flexible based on candidate.

TASKS AND RESPONSIBILITIES

- Provide event planning support for outreach and family engagement efforts
- Assist in the planning and developing of marketing/content calendar
- Create and curate engaging content for social media and electronic distribution, under the direction of the Communications Director
- Draft, edit, and post content to social media channels
- Monitor social media activity and respond to general inquiries on a daily basis.
- Prepare email blast and eNewsletter templates
- Research and establish an expanded social media presence on new platforms
- Assist with internal and external communications and copy editing
- Collaborate and assist in a project to develop new media resources including photography and video production
- Other duties as assigned

QUALIFICATIONS

Education/Work Experience

- The ideal candidate is an undergraduate or graduate student studying public relations, communications, journalism, marketing, or graphic design with some experience in social media management or desire to learn.

Skills, Knowledge, and Attitudes

- Enthusiastic about Best Beginnings' mission.
- Eager to explore new ideas, learn new skills.
- Ability to work both independently and as a team member.
- Self-motivated, detail-oriented with strong written, verbal, and organizational skills
- Proficient with MS Office applications and Mac computers
- Proficiency in Photoshop, Photofy, Canva, or other graphic editing software preferred

- Knowledge and appreciation of Alaska's cultural, geographic, and economic diversity

Minimum Requirements

- Access to a reliable insured automobile to be used for work-related travel in the Anchorage area
- Currently enrolled in college, vocational school, or recently graduated from college.

Benefits

Flexible schedule

Compensation

This is a paid internship of \$10.50 per hour.

Hours

20 - 30 hours during the summer preferred. Majority of hours to be completed Monday - Friday from 9AM - 5PM, with an occasional weekend or weeknight event.

Start Date

This is a 15-week long paid internship with a flexible start date of May 28, 2019.

Opportunity to extend through December 2019 (at 15 - 20 hours per week during the school year) available based on candidate interest and performance.

To Apply

Please email (with *Communications Intern* in the subject line), fax, or mail a cover letter, resume, a sample relevant to the position, and names, addresses, and telephone numbers of two professional references to:

Abbe Hensley, Executive Director
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907.297.3301 direct line * 907.297.3304 fax