



Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

POSITION DESCRIPTION

TITLE:	Communications Intern
DEPARTMENT:	Newark Immigrant Rights Program
JOB CATEGORY:	Non-Exempt
STATUS:	Minimum 8 hours a week for school year 2017-18
SUPERVISOR:	Organizing and Advocacy Director, Immigrant Rights Program
REGION/UNIT:	NORTHEAST REGION
LOCATION:	Newark, New Jersey
DATE APPROVED:	

Summary of Principal Responsibilities: The Communications Intern will work with Immigrant Rights Program staff to publicize programs and activities via social media, a quarterly newsletter and other outreach.

Essential Functions/Responsibilities: The key responsibilities of the Communications Intern include the following:

1. Support IRP legal services and advocacy work by sharing information about rallies, presentations, immigrant stories, etc. on Social Media.
2. Inform supporters about program work via a quarterly newsletter.
3. Create/fine-tune flyers for outreach to allies, clients and immigrant communities.
4. Meet regularly with supervisor.

Qualifications:

1. Strong interest in immigrants' rights.
2. Experience in graphic and/or newsletter design.
3. Familiarity with various social media platforms.
4. Comfortable with spreadsheets and CRM software.
5. Ability to translate content into Spanish is a plus.