



Part time Temporary Communications Job Description

Overall Tasks:

- Assist in writing press releases
- Assist in developing social media content (Facebook, Twitter, Google+, etc.)
- Update website and create basic graphic designs (i.e. flyers)
- Garner users to follow/like for Neighborhood Legal Services Program (NLSP)
- Establish presence on LinkedIn and begin engaging influencers
- Copy editing
- Reports to Development Associate

Regular commitments/meetings:

- 7.5 hours per week
- 1 weekly meeting

Qualified candidates will be/have:

- A commitment to the mission of Neighborhood Legal Services Program
- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- Excellent computer skills with experience in social media & Microsoft Office
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines
- Proficiency in Photoshop, Illustrator, or InDesign preferred
- Openness to learning and growing within the internship experience

Ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, or digital communication. Ideal candidates will be detail oriented, organized and creative; possess a professional work ethic; and be enthusiastic to gain new knowledge. This description outlines the general nature and level of work and is not an exhaustive list of all responsibilities, duties, and skills required. Interns may be required to perform duties outside their normal responsibilities.

Location & Hours:

680 Rhode Island Avenue, Washington DC 20002. Specific days and number of hours are flexible and can be negotiated based on class load. This position will be based on site with the option of some work being done remotely.

Start & End Dates:

Available now with a minimum commitment of ten weeks preferred. This is a temporary part time position.



Student Benefits:

You will get hands-on experience in a non-profit law firm to build your portfolio and professional contacts. NLSP is happy to provide any necessary reporting or paperwork that would allow a student to take the internship for college credit.

How to Apply:

Please do not apply if you are looking for a full-time position.

Send a resume and cover letter to:

Everette Thorby, EThorby@nlsp.org

Subject Line: Communications Position Application