



COMMUNICATION INTERN - Paid

About Minerva Strategies

[Minerva Strategies](#) is a mission-driven agency that inspires positive change through smart communications. We partner with clients who see opportunities where others see intractable problems and are bold enough to try new solutions. While many of our clients tackle global health and development challenges, we also partner with groups that serve marginalized and vulnerable populations in the U.S. Minerva provides clients with a combination of strategic communication thinking and rigorous implementation. Minerva Strategies has offices in Seattle, WA and Washington, DC.

Position

We are looking for an intern who is excited about cultivating their knowledge of all aspects of the communication field. Minerva works with a range of clients that empower people – both locally and globally – to improve their lives, and the ideal candidate should be globally aware and enthusiastic about this work. The intern who fills this position should expect to learn the field from top to bottom and will complete this program ready to enter any fast-paced communication firm with solid skills and expertise. It is essential that applicants to this position have excellent communication skills, exhibit creativity, and understand the importance of attending to even the smallest details.

This is a paid, full-time, three-month summer internship, with start and end dates dependent on intern's academic schedule. The internship will be held in the Seattle office.

Responsibilities

- Conduct research on topics ranging from a reporter's recent coverage to policy debates
- Monitor all forms of media
- Write and edit web content, social media posts, marketing collateral, press releases, and other materials
- Create interview preparation materials
- Compile media contact lists, newsletter dissemination lists, and other databases
- Provide support to social media efforts
- Assist with new business efforts such as writing proposals and updating organizational web content
- Contribute to the organizational blog *The Goddess Speaks*
- Conduct basic administrative duties such as ordering supplies, organizing subscriptions, etc.

Requirements

Candidates for this internship must have strong written and verbal communication skills and should be majoring in communication, international relations, or a related field. Applicants must also have a solid understanding of social media and multi-media communication and be prepared to juggle multiple tasks for various clients. Candidates must be prepared to make a minimum three-month commitment.

Majors

Public relations, marketing, communication, international relations, nonprofit management, related fields

To apply, please send resume and cover letter to Malia Mackey at malia@minervastrategies.com.

Timeline

February 20, 12pm PT: Deadline for applications including resume and cover letter

February 24: Candidates will be given notice of interviews

February 24-March 6: First-round interviews

March 9-13: Second-round interviews and writing test

By March 20: Intern decision will be communicated to candidates

May/June: Internship starts at date to be determined with intern