



Louisiana Policy Institute for Children Communications Intern Job Description

Job Status: Intern

Job Location: Remote, Louisiana preferred

Reports to: Communications Manager

Start Date: Ongoing

Hours: Approximately 10-15 hours a week, including weekly planning meetings

Compensation: \$10/hour

About the Organization

The Louisiana Policy Institute for Children (LPIC) is Louisiana's leading policy voice for young children. A non-partisan, nonprofit organization, it is an independent source of data, research, and information for policymakers, stakeholders, and the public at large around issues related to young children in Louisiana. Its mission is to advance policies to ensure that Louisiana's young children are ready for success in school and in life.

Position Description

The Louisiana Policy Institute for Children (LPIC) is seeking a highly motivated individual with excellent writing skills to serve as a communications intern. The communications intern will support LPIC's efforts to promote the healthy development of children ages birth through four and their families. Key responsibilities include assisting with communications and outreach, creating social media content, and supporting with material production.

Responsibilities

- Update and maintain LPIC's social media presence, including daily monitoring, posting, scheduling, and reporting monthly updates
 - Provide input for creative marketing strategies and social media campaigns
- Create online advertisements as needed
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Design event/program fliers, graphics, and other marketing material
- Write press releases and media alerts as needed

Qualifications

- Demonstrated interest in communications, media relations, social media, marketing, or related field

- Responsiveness to team communications through emails, calls, meetings, and texts
- Excellent communication skills orally and in writing
- Highly self-motivated, problem-solver with strong organizational skills
- Ability to multitask
- Flexible, responsive, persistent, and positive
- Additional skills such as graphic design, video editing, fundraising experience, organizing work, etc., are welcomed but not required

To Apply: Please send a cover letter, resume, and two writing and design samples to Victoria Gudino at info@policyinstitutela.org.