



Title: SAY Sí PR/Marketing Design Intern

Reports to: Communications Director

Term: 100 - 300 hours

Date: Summer 2021/June - August

Summary Description: Intern will provide PR/Marketing assistance by completing individual design-based projects to support the promotional efforts for the organization. Intern will also gain valuable experience in communications, public relations and social media marketing through a nonprofit management lens. Under the supervision of and in collaboration with the Communications Director and Marketing Assistant, this position will help support the communications, promotional and branding efforts of the organization.

Job Duties: Performs support activities with SAY Sí leadership and Communications Director. Duties may include assistance with content creation, media relations, social media management, photo documentation as well as general clerical duties.

Primary Projects:

Digital Marketing Support:

- Assisting in the production of digital content to promote the organization
- Helping to creatively capture, document, archive virtual program activities and events
- Supporting the editing, organizing and archiving of marketing materials as needed
- Providing assistance with SAY Sí campaigns, events and exhibits
- Digital design support for SAY Sí promotional materials and organizational documents.

Redesign of SAY Sí Official Documents:

- Assisting with the design of official SAY Sí documents, including SAY Sí's employee handbook and student/parent handbook.
- Providing creative support in content development for SAY Sí processes, policies and procedures.

Qualifications:

- Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator, After Effects) recommended
- Strong reading/writing skills with excellent attention to detail
- Excellent customer service
- Open communication style, strong time-management skills, keeps organized, demonstrative ability to prioritize tasks for multiple projects
- Self-motivated, sense of humor, task-oriented, able to seek knowledge needed
- Interest and experience in art, activism, nonprofit management and/or education encouraged
- High familiarity with multiple social media platforms including Facebook, Instagram and Twitter.

Requirements:

- Must have enthusiasm for working with and for youth and have a commitment to honoring youth voice.
- Must have stellar computer literacy & know Microsoft Office, Google Drive, Google Sheets (specifically).
- Must pass a background check and sign a Non-disclosure agreement for SAY Sí information.

To Apply: All potential candidates will need to submit a resume, relevant work samples (design, art, writing or other creative work) and cover letter to be considered.

Submission must be received electronically by 6 p.m., Wednesday, April 21, 2021 to stephen@saysi.org.

Subject line: SAY Sí Bexar County Internship.

SAY Sí lead staff will review all applicants and top candidates will be requested to participate in an interview the following week. All candidates will be notified of the decision by April 30, 2021.