



Communications Intern Job Description

About the Internship:

Exile International empowers rescued child soldiers and children orphaned by war to become leaders for peace through art-focused trauma care and holistic rehabilitative care. While interns do not work directly with the children or Exile's African staff, they will work with all US staff members. We offer interns the opportunity to gain knowledge and experience about the structuring and day-to-day work that makes a nonprofit organization run smoothly.

Exile's workweek is typically Monday through Friday, between 9:00 am and 5:00 pm. Interns will work alongside the Exile team and independently. Scheduling is flexible depending on the organization's current needs and the intern's availability. All interns must be Nashville-based for their internship, but work can be done remotely as needed.

Interns will receive a monthly stipend based on hours worked.

Requirements:

- College student or recent graduate
- **Minimum of 10 hours/week** (15-20 hours preferred)
- Nashville-based
- Passionate, hard-working, adaptable, and teachable
- Interns must have a laptop and be willing to use it for work purposes

Responsibilities:

As a Communications Intern, you will dive deep into a fast-paced environment, gaining helpful knowledge in global advocacy and international relations alongside Exile Intl's US Creative team. You'll work alongside the Communications Manager to build your design skills on real projects, experience using diverse media and tools, and learn how to engage a brand's audience using design and story-telling. Tasks involve working within various areas of the nonprofit — including executive, administrative, and creative departments.

Each person's internship will vary based on availability and skill set.

Responsibilities include, but are not limited to:

- Read *The Color of Grace* by Founder Bethany Williams
- Create and schedule weekly social media calendars
- Engage daily on Exile's social media accounts
- Draft and update blogs and other website materials



- Meet weekly with Exile's Communications manager to discuss any additional marketing or communications needs
- Communicate professionally with donors, development partners, and volunteers
- Handwrite thank you notes to donors and volunteers
- Help to promote, plan, and execute fundraising and donor appreciation events
- Assist with events and speaking engagements in the Nashville area
- Help Exile Int'l find new and creative publicity and promotional opportunities (specifically with local colleges and universities)
- Assist the Administrative Manager and Admin Intern with hands-on, day-to-day activities — including mailing merchandise at the post office, checking the mail at the office and PO box, various errands, etc.

Benefits:

Interns will receive a monthly stipend based on hours worked.

As an intern, Exile International will also provide you:

- Beneficial and life-enriching experiences and training in fundraising, nonprofit development, event planning, professional communications and advocacy, and administrative roles under the supervision of the Administrative Manager and Communications Specialist
- Opportunities to voice your interest in assignments that are within your abilities, interests, and time
- Professional development and social interaction with other volunteers and nonprofit organizations working towards the same goal of providing physical, emotional, and mental health care to war-affected children
- Networking opportunities to attend meetings and meet one-on-one with each member of the US team

For more information, email Exile's Communications Manager (Elizabeth Sutphin) at esutphin@exileinternational.org. To apply, email your resume, cover letter, and three professional references to Elizabeth at the same address.