



## SEARAC COMMUNICATIONS INTERN

(Location: Washington, DC)

The [Southeast Asia Resource Action Center](#) (SEARAC) seeks a dynamic, self-starter to assist in amplifying our communications and resource development efforts. This internship is an excellent opportunity to experience various aspects of communications, fundraising, and national advocacy work.

### Primary responsibilities:

- Review and monitor news items pertinent to SEARAC's work so that we can respond with comments, letters to the editor, and op-eds in a timely manner.
  - Review news alerts
  - Flag stories that SEARAC should respond to
  - Assist SEARAC staff to generate responses (letters/comments)
  - Share stories, links, info, and news on SEARAC social media pages (Facebook and Twitter)
  - Expand SEARAC media list (mainstream media, ethnic media, and online media) to grow the SEARAC media contact list to include those reporters and news outlets with whom SEARAC can share its press releases and news items.
  - Record news outlet and contact information of reporters in the SEARAC media list
  - Add media contacts to listserv media list
  - Pitch stories to news outlets
- Work with Director of Communications and Development to manage and generate content for the monthly newsletter, blogs, social media, and marketing materials.
  - Maintain and manage digital media and contents
  - Gather community updates from staff
  - Help to draft and review content for e-mail blasts, blog posts, social media posts, press releases, media advisories, and the website
  - Design flyers, announcements, and marketing materials for events
  - Assist in organizing SEARAC's listserv.

### Desired qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., English, marketing/communications, or public relations)
- Previous internship or related experience in marketing or communications is a plus
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Proficiency in graphic software and Photoshop highly desired. Knowledge of HTML
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to multitask and meet deadlines
- Interest in nonprofit development/fundraising.
- Enthusiasm for SEARAC's mission and work

### To apply:

Please submit following materials via e-mail to Kelsey Hendrixson at [kelsey@searac.org](mailto:kelsey@searac.org) and include 'Spring Communications Internship Application' in your subject line.

- A résumé
- A statement of interest
- A short writing sample (5 pages maximum)
- Contact information for one recommendation