



200 S. 3rd St.
Richmond VA, 23219

Title: Social Media, Communications, and Graphic Design Internship (Spring 2022 and Summer 2022)

Organization: Podium is a local, non-profit organization. We give Richmond middle and high school students the opportunity to explore their passion for the literary arts while learning writing and communication skills through after-school programs, summer teen leadership conference, open mic showcases, and youth literary journal publications.

Projects and responsibilities may include:

- Managing Facebook, Instagram, Twitter, LinkedIn, and other relevant accounts
- Researching content relevant to organization's mission.
- Organize archive of digital images and videos.
- Report on online activity and best practice models/analytics.
- Assist with creation of digital and print content (blog, website, newsletters), developing promotional materials.
- Developing concepts, creating graphics, and designing layouts for digital and print media, including flyers, posters, newsletters, invitations, and social media accounts.
- Collaborate with communications team on support campaigns, marketing materials.
- Designing layouts for Podium program publications, including Podium Journal and literary 'zines.
- Video/photo editing
- Opportunity to create a portfolio project of your choosing!

Requirements:

- Excellent written communication skills
- Personable and creative self-starter who can work independently and collaboratively in a diverse environment both remotely and in-person
- Working knowledge of social media platforms, email, and more
- Experience with editing and design software (Adobe, Canva, or equivalent)
- Well organized and detail oriented
- Be able to define, identify, and work to deadlines

You will receive a firsthand look at how community organizations work, have networking opportunities with industry professionals, and create positive change in our community. This position is unpaid. Academic credit is available. Flexible hours (most work can be done from home), approximately 7-10 hours a week. The Podium office is located at 200 S. 3rd St. 4 min from VCU. The GRTC campus connector stops 3 blocks away.

Contact Aerin Mills, communications@podiumrva.org for more information or to apply. Please submit a resume and copy of class schedule.