

Title: Social Media, Communications, and Graphic Design Internship

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

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, aerin@podiumrva.org for more information or to apply.
Please submit a resume and copy of class schedule.**

