

PLEN

Preparing Women to Lead

Fall 2020 Virtual Communications Internship

The Public Leadership Education Network ([PLEN](#)) offers premiere leadership and public policy programs for college women. Our mission is to prepare students for leadership in the public policy arena. We achieve our mission by bringing college women to Washington, DC for seminars throughout the academic year. PLEN programs focus on connecting students with women leaders in various public policy fields. The seminars also focus on developing professional skills.

PLEN seeks qualified candidates for our Fall Communications Internship. We offer a dynamic environment for interns to develop their professional skills, build their network, and gain experience working at a small nonprofit.

Responsibilities include:

- Supporting PLEN's social media and other communications activities and analyzing social media;
- Updating PLEN's website and promotional materials;
- Creating an outreach plan to reach more colleges and universities;
- Spearheading communications and promotion of seminar speakers;
- Coding, summarizing, and presenting survey results for PLEN's seminars;
- Drafting material for PLEN's Quarterly newsletter;
- Promoting PLEN events and seminars through various outlets.

Qualifications:

- Excellent attention to detail;
- Ability to manage projects independently and readiness to assume a high level of responsibility as a member of a team;
- Excellent problem solving skills;
- Strong writing skills;
- Ability to work well in a virtual environment and strong self-initiative;
- Ability to effectively communicate (internally and externally) with a wide range of individuals and groups;
- Passionate about PLEN's mission;
- Enthusiastic and creative;
- Experienced with social media, editing, or blogging
- Familiarity with WordPress, Excel, Google products, Hootsuite, Canva, Facebook, Twitter, Adobe Creative Cloud (Spark, Illustrator, Photoshop), and/or EveryAction.

To apply: Please submit a resume, cover letter, and writing sample (700 words) to plencareers@plen.org with "Fall 2020 Communications Internship" in the subject line. No phone calls please.

Deadline: August 30, 2020 or until the position is filled. We encourage early application as screening will be conducted as applications are received.

Preferred start date: Sept 10, 2020 (or before). 15 to 20 hours/week

Benefits: Stipend is available. PLEN encourages interns to attend webinars and other events during their internship and will be flexible to accommodate those that take place during work hours. Interns are expected to attend PLEN's virtual events when possible.