

Communications and Administrative Intern

Community Connected, a local nonprofit is seeking an intern who will assist with in the development of a communications strategy for the greater Lynchburg area. In collaboration with the leadership of the organization the intern will focus on the following areas:

- **Gain** a full working knowledge of the Open Table model and be conversant in all aspects of the relational model of natural support for those in need
- **Develop** a targeted mailing list for communications that segments the current list and expands the reach to other potential volunteers and donors.
- **Employ** appropriate social media outlets such as Facebook, Instagram etc. to improve community awareness.
- **Assist** with the development and distribution of quarterly newsletters and donor communications through MailChimp and other tools
- **Support** the implementation of community awareness events through effective use of the mailing lists, tracking invitation response and coordinating tasks with event venue staff
- **Review** and make improvements in the Community Connected web site layout and content
- **Serve** as a liaison with other nonprofit organizations and participate in related community events such as the Lynchburg Community Care Collaboration

Competencies and Skills Required

- A working knowledge of social media and web-based tools utilizing the internet for communication and research
- Excellent written and verbal communication skills
- Ability to work independently, exhibit initiative and work collaboratively with others

The successful candidate will gain a working knowledge of nonprofit organization structure and operation, enhance their skills in marketing and networking community resources and establish valuable relationships and references for future job opportunities

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