

Position Description

Title: Communications and Social Media Intern
Department: Marketing & Communications
Reports to: Digital Marketing Manager
Schedule: 20- 25 hours per week

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born, skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global seeks a part-time intern who is currently pursuing an undergraduate degree in communications, public relations, international studies, or a related field. The Communications and Social Media intern supports the Communications team and reports to the Digital Marketing Manager. The primary responsibilities include supporting the management of the social media calendar, developing content (including written and graphic) for the Upwardly Global website and social media pages, and researching policy and other immigration-related news.

Essential Duties & Responsibilities

- Support writing, graphics for website, social media and external relations
- Post and help manage and support social media calendar
- Research content for social media and the website
- Write policy and other pieces
- Other duties as assigned

About You

- Currently pursuing an undergraduate degree
- English proficient
- Interest in refugee and immigrant resettlement and international development
- Strong research and writing skills
- Motivated, able to work independently, strong time-management skills
- Previous experience with immigrants/refugees or communications is a plus

Interested candidates should send a resume and cover letter with salary expectations to **HR@upwardlyglobal.org** with Communications Intern in the subject line.