

Johnson County United Nations Association

Position Description: Communications Intern

The Communications Intern will assist with the chapter's communication programs, especially the electronic media, including semi-monthly emails to members and friends, and maintaining the chapter's Facebook page, under the supervision of a member of the chapter's board of directors. We are looking for a person who is familiar with electronic and social media, able to work with a volunteer board of directors, and work independently.

Hours and Duration: This internship is eight hours per week. The internship runs September 1, 2022 – May 1, 2023, and may be extended with the agreement of both parties.

Compensation: This is an unpaid internship but may qualify for academic credit or the 0 credit transcript notation. WE highly encourage students to take this internship for credit.

Duties and Responsibilities

1. Under the supervision of a member of the board of directors, design and send mass emails on the first and 15th of each month to members using Constant Contact. On occasion design and send emails to a longer list of friends.
2. Maintain the chapter's Facebook page on a regular basis, to make sure it has accurate and timely information on local events and stories about the UN obtained from UN and UNA-USA sources.
3. Recommend opportunities for expanded use of social media to the chapter board and, with their approval, implementation of these recommendations.
4. Develop and implement a plan to raise the visibility of the chapter on the University of Iowa campus, especially through contact with relevant student groups.
5. Assist with publicity and promotion prior to the chapter's annual Night of 2000 Dinners Fundraiser, March 8, 2023. This work might include, for example, preparation and dissemination of press releases, liaison with media, and coordinating the use of social media to advertise the event and sell tickets.

Knowledge, Skills and Qualifications

1. Familiarity with Constant Contact, Facebook, and other social media platforms
2. Motivated self-starter who can work with volunteers in the community
3. Excellent oral, written, and design skills
4. Knowledge of standard software including Microsoft Office suite
5. Interest in international affairs desirable

Position reports to Jim Olson, Chapter President, in coordination with other board members.

Email: resume and cover letter to Jim Olson, jimolson921@gmail.com