

# ECDC / AFRICAN COMMUNITY CENTER

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WWW.ECDCUS.ORG / WWW.ACC-DC.ORG

## Communications Internship

**Job Summary** – This multi-dimensional internship provides the intern with experience in the diversity of communication roles in a non-profit setting. The intern will help plan and conduct outreach for events, expand the online presence of ECDC/ACC, and will be the first contact for clients and public inquiries to the office.

### **Key Responsibilities:**

- Assist in planning community and fundraising events, including donor and audience outreach.
- Design flyers, invites, and other media material for ECDC events.
- Update online social media accounts on a weekly basis.
- Create quarterly newsletter.
- Be front-of-house contact for walk-in clients and those with appointments.
- Answer public phone and direct print communications.
- Maintain open and direct communication with the resettlement manager and other ECDC staff.
- May include case management trouble-shooting (assisting refugees with food stamps, Medicaid, medical appointments, housing, and other issues that may arise)
- Assist the program manager and resettlement team with other tasks as directed.

### **Education, Experience, Knowledge, Skills and Abilities (Present by Internship Completion or Before):**

- Current undergraduate or recent graduate **required**.
- Foreign language proficiency a plus.
- Commitment to mission: to help refugees rebuild safe, sustainable lives through supportive networks of people, services and community activities.
- Excellent communication, interpersonal and organizational skills.
- Previous experience related to communications a plus.
- Computer skills (Word, Excel, Publisher, social media) required.
- Use of personal computer and vehicle a plus.
- Intercultural communication skills and experience a plus.
- Interest in working in a multicultural environment.
- Knowledgeable about and sensitive to the experiences of refugees and immigrants.
- Computer skills (Microsoft Office Suite). Proficiency in Word, Excel, Outlook, and Internet use.
- Background check.

### **Learning Outcomes:**

- Understanding of the timelines and processes refugees go through from arrival-5 years.
- Increased intercultural communication competency.
- Exposure to non-profit operations and environment.
- Exposure to non-profit event planning.
- Knowledge of marginalized populations - challenges and opportunities.
- Experience working with limited English proficiency populations.
- Knowledge of refugee benefits systems.

### **Time Requirements:**

2 days/week

### **To Apply:**

Please submit a (1) cover letter, (2) resume, and (3) writing sample to [volunteer@ecdcus.org](mailto:volunteer@ecdcus.org).

Applications are considered on a first come, first served rolling basis.