Job Title: communications intern
Department: Marketing and Communications
Reports to: director of marketing and communications
FLSA Status: exempt; part-time (12-15 hours/week)
Location: Columbus, Ohio

Application Deadline:  July 25, 2021

Start Date: September 2021 (flexible)
End Date: May 2022 (flexible)

Job Summary:

• To work in conjunction with Executive Offices staff and volunteers to support marketing and overall communication initiatives.
• To perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation.

Essential Functions:

• Support preparations for Delta Gamma’s sesquicentennial celebration beginning in 2022 including website content and structure development, information shared with local chapters, design and production of materials, event preparation and more.
• Update documents in website library, supporting content and brand revision needs.
• Assist with ongoing implementation and success of new Anchored Connections mentoring platform through support of ambassadors, platform updates, feedback surveys, activity digest emails and new participant recruitment.
• Curate and create blog content, including member outreach and interviews.
• Edit stories for the ANCHORA quarterly magazine, with opportunity to write as well.
• Coordinate and facilitate focus groups for member feedback on social media and collegiate officer newsletters.
• Help develop social media posts by sourcing member-generated content.
• Support marketing and communication needs for Delta Gamma events including Institutes, Regional Training Days and Convention.
• Creatively promote Delta Gamma’s merchandise vendors, lifetime dues program and other membership engagement programs and initiatives to relevant audiences
• Support writing, branding and updating of chapter histories and other documentation.
• Other duties as assigned.

**Qualifications:**
• Demonstrated commitment to creating inclusive environments where belonging is valued
• Proficient in Microsoft Word, Excel and PowerPoint
• Strong copyediting abilities, including knowledge of AP style
• Self-starter with strong time management skills and reliability
• Responds to all communication in a timely, friendly and accommodating manner
• Working toward bachelor’s degree in English, Communications, Journalism or related field

07/2021