



P: 925-237-1056 | PO Box 11796 Bakersfield, CA 93389

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Digital Media Content Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

The Digital Media Content Intern will work closely with the Executive Director and Marketing Director to assist with the design and production of digital media. The goal of the Digital Media Content Intern is to facilitate outreach and to raise awareness in the communities that #ICANHELP serves. Duties include video production, editing, and producing photo content.

Duties

- Develop and film content for YouTube and social networks
- Edit and provide post-production support for video projects
- Coordinate with outside partners on video projects and collaborate on media campaigns
- Plan and produce photos and visual media for social media
- Produce and develop video content for Twitter, Instagram and similar social apps
- Provide support to schools creating videos at their school
- Work with the Marketing Intern and the Executive Director on social media campaigns

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Benefits of working with #ICANHELP as an intern include:

- * College credit
- * Networking with experts in a wide range of industries, including tech
- * Creative control and opportunities to pitch new ideas
- * Hands-on experience through remote work
- * Developing a strong portfolio
- * Opportunities for online and in-person events
- * Joining a community of digital changemakers!



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Events Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

The Events Intern will work closely with the Executive Director to assist with the planning, hosting, and marketing of events for #ICANHELP. Events may include gatherings at sporting events (professional, minor league, and college), meetups, social media takeovers and other seasonal events. The goal of the Events Intern is to expand and further develop opportunities for students & #ICANHELP. Duties include event management and promotions.

Duties

- Help identify and/or follow up with new event opportunities throughout the year
- Work with employees/businesses to create event proposals, including budget proposals
- Maintain partner relationships
- Attend and host events
- Help draft marketing materials for events
- Help promote events at stores and corporate offices

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Graphic Design Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

The Graphic Design Intern will work closely with the Creative Director and Executive Director to assist with the creation and design of print and online materials. The goal of the Graphic Design Intern is to maintain branding and raise awareness of #ICANHELP's mission through visual media.

Requirements

- Basic knowledge of layouts, typography, line composition, color, and other fundamentals
- Experience with InDesign, Adobe Photoshop, and Illustrator
- Strong creative and analytical skills
- Compelling portfolio of graphic design work

Duties

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadlines
- Use graphic design software and work with a wide variety of media

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Marketing Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

The Marketing Intern will work closely with the Executive Director to assist with the design and production of print and online materials, and will collaborate with outside partners to further develop the online discount program. The goal of the Marketing Intern is to facilitate outreach and to raise awareness in the communities that #ICANHELP serves. Duties include print and digital marketing alongside social media.

Duties

- Draft quarterly newsletter and prepare member stories for print
- Draft content and design for mass emails
- Update website content
- Coordinate outreach to our partners for blog content
- Update and maintain Facebook, Twitter, Instagram and other online resources
- Create content for online distribution, contest, and events

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Public Relations Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

The Public Relations Intern will work closely with the Marketing Team to monitor all forms of media and maintain the overall brand of #ICANHELP. The intern who fills this position should expect to gain skills in public relations and complete the tasks of a PR specialist. The work done through #ICANHELP will help build a portfolio and the skills necessary to enter any public relations firm.

Duties

- Schedule + coordinate social channel takeovers, photo shoots, and other special events
- Write press releases and articles
- Create interview preparation materials
- Compile contact lists and update databases
- Ensure project scheduling requirements are met
- Reach out to schools and individuals to highlight

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Business Development Intern

**Remote Position - College Credit
6-9 Month Commitment**

General Description

The Business Development Intern will work alongside a team of digital changemakers to seek out potential sponsors interested in partnering with #ICANHELP. By spearheading community outreach efforts, the Business Development Intern will raise awareness for #ICANHELP's mission and learn how to successfully navigate both corporate and community sponsorship inquiries.

Duties

- Coordinate community outreach efforts
- Develop corporate sponsorship proposals
- Foster and maintain partner relations
- Pitch #ICANHELP's mission to inquiring organizations
- Maintain clear communication with team members on status of assigned project(s)

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Research Development Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

In order to target organizations that would enthusiastically align themselves with #ICANHELP's mission, the Research Development Intern will research potential community and corporate sponsors. Working alongside #ICANHELP's Business Development Team, the Research Development Intern will provide the latter with the information needed to specifically target organizations whose partnership would provide mutually advantageous opportunities.

Duties

- Identify the attributes of a successful sponsor or grant
- Thoroughly research potential community and corporate sponsorship opportunities
- Analyze findings and present them to #ICANHELP's Business Development Team
- Maintain clear communication with team members on status of assigned project(s)

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Video Production Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

Working alongside an enthusiastic team of student interns and #ICANHELP volunteers, the Video Production Intern will be responsible for creatively and efficiently editing video footage. The Video Production Intern will also be responsible for crafting storyboards for future #ICANHELP video projects that serve to further our mission and promote Digital4Good.

Duties

- Creatively and efficiently edit video footage
- Craft storyboards for #ICANHELP and Digital4Good projects
- Brainstorm ways to visually depict #ICANHELP's mission through video
- Maintain clear communication with team members on status of assigned project(s)

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Production Coordinator Intern

Remote Position - College Credit
6-9 Month Commitment

General Description

Working alongside an enthusiastic team of student interns and #ICANHELP volunteers, the Production Coordinator Intern will be responsible for organizing all aspects of #ICANHELP film production; this includes seeking out potential talent, revising and fine-tuning storyboards and scripts, and collaborating with our Video Production Team to edit video footage once filming is complete.

Duties

- Assign and critic the videos to the Video Production team
- Revise scripts for #ICANHELP and Digital4Good video projects
- Seek out talent for #ICANHELP and Digital4Good video projects
- Collaborate with our Video Production Team to succinctly edit video footage
- Brainstorm ways to visually depict #ICANHELP's mission through video
- Maintain clear communication with team members on status of assigned project(s)

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Curriculum Development Intern

Remote Position - College Credit

6-9 Month Commitment

General Description

Working alongside an enthusiastic team of student interns and #ICANHELP volunteers, the Curriculum Development Intern, will assist in the creation and revision of educational curriculum centered around digital safety, digital citizenship, and digital wellness. The Curriculum Development Intern will also collaborate with other changemakers to efficiently digitize #ICANHELP's educational curriculum.

Duties

- Develop innovative curriculum encompassing digital safety, digital citizenship, and digital wellness
- Revise and expand pre-existing #ICANHELP Curriculum
- Respectfully and efficiently collaborate with team members and #ICANHELP partners
- Assist in the transition from in-person curriculum models to online/virtual models
- Maintain clear communication with team members on status of assigned project(s)

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