

## Communications Internship

The Communications Internship is a volunteer position that reports to the Community Engagement and Marketing Coordinator and works in collaboration with programming, event, and volunteer service teams. They are responsible for helping to increase awareness, visibility, and community engagement with the Sacramento LGBT Community Center.

### *Key Responsibilities:*

- Assist in the Get Centered Program, including tracking RSVPs, sending reminder notifications, and mission focused event planning
- Assist in the research, writing, and edit content for the Center's print and online publications, collateral, annual community impact report, and digital channels
- Assist in the develop of content for the Center's social media channels (Facebook, Twitter, Instagram, LinkedIn, Google+, and YouTube)
- Assist in development of graphic art and video assets necessary for successful communication campaigns, program marketing, and fundraising
- Assist in capturing photos and videos at events and programs for all social media platforms; maintain digital archives
- Assist in maintaining online Center and comprehensive LGBTQ community events calendar
- Assist with drafting or editing letters, appeals, and other written communications from the development team

### *Position Requirements:*

- Ability to work on multiple projects simultaneously and to set and stick to priorities.
- Attention to detail is a MUST.
- Excellent interpersonal skills and ability to interact with a wide range of personalities, including staff and volunteers.
- Excellent written and verbal communication skills.
- A strong commitment to the mission of The Sacramento LGBT Community Center.

If you are interested in this position, please email your resume and cover letter to the Community Engagement and Marketing Coordinator, Ariela Cuellar at [Ariela.cuellar@saccenter.org](mailto:Ariela.cuellar@saccenter.org)