



Virtual Intern Position Description

Position Title: Outreach and Communications & Development Intern
Component: Outreach & Communications Department
Location: 2101 L Street, NW, Suite 840, Washington, DC 20037
Classification: 25-35 hours per week
Reports to: Communications & Outreach Team

Position Summary:

Provides direct operations support for TVC Outreach & Communications. Projects include graphic design (for several social media channels, monthly newsletter, website, marketing materials), fundraising/development (including donation tracking), event management and logistics, article writing/proof-reading, and web management. Must have access to own computer/wireless home network, a working web cam and speakers. Most work will be done remotely but there may be some in person work requirements.

Essential Job Functions:

- Assists with preparing outreach and marketing materials and flyers for annual fundraising event.
- Research outreach opportunities to various veteran communities
- Database maintenance/updating, specifically using Constant Contact and Network for Good.
- Assists with event management, marketing, production logistics, catering, RSVP lists and seating and/or virtual lists and distribution.
- Assist with creation of flyers and marketing materials for non-event related outreach events.
- Website management, including updates to text, photos/pictures, and resource library.
- Assist with compiling content for 2020 Annual Report.
- Other duties as assigned by the Outreach Coordinator and the Director of Communications and Development.
- Job functions require collaboration, and flexibility; requirements are subject to change.

Job Specifications

Education and Qualifications

- Bachelor's degree in communications, journalism, development and/or marketing and experience working with a team in a collaborative environment.
- Experience and knowledge with social media tools, writing for contemporary business or nonprofit media products, to include newsletters, blogs, social media campaigns, advertising, marketing collateral, annual reports, internal and external communications.
- An awareness of, or former experience with United States Veterans a plus.
- Veteran Preferred. Military personnel experience and/or Public Affairs is an advantage.

Knowledge, Skills, and Abilities

- Exceptional knowledge and skill related to use of current social media tools and writing skills for social media including LinkedIn, Facebook, Twitter, Instagram.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook; Familiarity with Constant Contact; event registration software, including Eventbrite or similar.
- Proficient in Adobe CC: Photoshop and Adobe Acrobat. Illustrator and InDesign a plus.
- HTML experience a plus
- Ability to work independently, think critically and offer proactive recommendations, information, and solutions.
- Ability to collaborate with several teams at once and managing multiple initiatives simultaneously.
- Excellent written, verbal, and interpersonal skills that ensure effective communication.
- Skilled, independent worker with a track record for delivering projects and products on time.
- Well organized, professional, and flexible.
- Self-starter with the ability to manage time effectively.
- Approaches situations with sense of humor and creativity.



Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to remain in a stationary position for extended periods of time, and frequently communicate. The employee must be able to exchange information with others. This position requires occasional movement inside the office to access file cabinets, office machinery, etc. This position frequently operates a computer and other office machinery such as a calculator, copy machine, and computer printer. This position requires the incumbent to be able to occasionally reach for, lift and move office equipment, documentation and supplies. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.

Employment At-Will Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Employment in this position is at-will and subject to termination by the employer or the employee at any time and for any reason, with or without notice. The statements in this job description do not establish a contract for employment and are subject to change at the discretion of the employer.