**Department:** Communications  
**Supervisor:** Development and Communications Specialist  
**Position:** Marketing and Communications Intern  
**Time Commitment Required:** By Semester, Weekly Hours Flexible

**Responsibilities:**
- Research and curate content for social media, IIA website, blog and internal communications/materials
- Help develop social media strategies for International Institute of Akron
- Draft and edit promotional materials, website, blog, and other medias
- Assist with campaign content and all other aspects of campaign execution
- Assist with data entry
- Occasional assistance with donations inventory management

**Applicant Qualification Requirements:**
- Fluency with social media platforms (Facebook, Twitter, Instagram)
- Competent in the use of Microsoft Office Suite, specifically Excel
- Experience with MailChimp, Canva, SquareSpace and Hootsuite preferred but not necessary
- Understanding of online databases, such as CharityProud preferred but not necessary
- Ability to work in a team setting and think critically and creatively in a fast paced environment
- Excellent writing, analytical, and planning skills with high attention to detail
- Ability to communicate clearly, both orally and in writing
- Ability to work with minimum supervision, and to deal with problems/issues promptly and efficiently
- Access to personal computer and cell phone and willingness to use them as needed
- Applicants must be able to pass a BCI Background Check
- Applicants must be able to provide a minimum of 4 hours per week to this internship

**To Apply:**
While all internships are unpaid, the program is competitive, and you are encouraged to approach it in the same way you would a job. To submit your resume for consideration or for additional information, please email Kevin Walter, Advocacy and Community Outreach Coordinator at kevin.walter@iiakron.org

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About The International Institute of Akron, Inc.
The International Institute of Akron (IIA) is a leader in the ever-expanding international community in Summit County, Ohio. The International Institute of Akron (IIA) is a leader in the ever-expanding international community in Summit County, Ohio. A nonprofit agency founded in 1916, IIA welcomes new Americans to Akron to make our community their home. Our mission is to contribute to the well-being of our community by creating and implementing programs and services that assist those born outside the United States to integrate into American society. We work to promote public awareness of the value of ethnic diversity and to encourage international communication.