

Job Title: Communications Intern

Commitment: 8 to 15 hours per week on a regularly-scheduled basis

World Relief Minnesota:

A Christian organization, working on behalf of, through, and with, local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs. World Relief Minnesota (WRM) provides an array of direct services to refugee families including case management, employment services, immigration services, and Refugee Cash Assistance, as contracted by the county and state governments. Since 1988 WRM has assisted more than 12,000 immigrants, helping nearly 5,000 refugees begin new lives in America. An internship at WRM is a great opportunity to enhance any study of communications, non-profit management, journalism, global and cross-cultural studies, social work, conflict resolution and management, or similar fields. Gain cross-cultural experience working with refugees and non-profit administration experience.

Purpose of this Position:

To enhance and facilitate the internal and external communication and awareness goals of World Relief Minnesota through social media, newsletters, and story-writing. To provide support to the volunteer program and other church and community engagement efforts through administration, event-planning, follow-up, and representing WRM at various Twin City venues as needed.

Duties and Responsibilities:

1. Provide upkeep for WRM's various social media outlets; primarily Facebook, Twitter, and WRM blog
2. Assist Community Engagement Coordinator in volunteer recruitment and day to day administrative operations.
3. Interview church representatives, refugees, and volunteers and write stories for WRM's communication materials.
4. Interact with WRM databases to track church and volunteer involvement.
5. Assist WRM ministries in developing presentations and other educational materials
6. Build church and community engagement through phone calls, mailings, and meetings.
7. Help plan and execute WRM awareness events such as vision trips, coffee house fund raisers, etc.
8. Assist with resettlement of newly arrived refugees to gain first-hand knowledge of the organization's work and the people we serve.

Qualifications:

- Comfortable working in a cross-cultural and faith-based environment.
- Excellent people skills across class, religion, culture, age, and gender.
- Patience and compassion with people.
- Highly motivated and a self-starter.
- Developed networking and verbal communication skills.
- Excellent writing skills.
- Experience with social media and networking.
- Computer skills: word processing, Excel spreadsheets, data base, and internet.
- Strong attention to detail.
- Interest in refugees/immigrants, social service and policy social justice, and serving people in crisis.
- Commitment to learning.
- World Relief Minnesota asks the intern to make a 3-6 month commitment.

How to Apply:

Email Katie Day, Volunteer Coordinator, at kday@wr.org, with your resume and cover letter. We recommend that your resume include your GPA and highlight coursework and experiences relevant to the position.