

Roosevelt Park Ministries

Newsletter Communications Intern

Available Summer, Fall 2022, and Winter 2023

We are looking for a creative and strategic-minded intern who can design and produce our organizational newsletter. The primary task is to create a quarterly newsletter that represents Roosevelt Park Ministries to its potential donors through the use of anecdotes, data, and other related material. This internship is heavily dependent on being able to work with templates and to have a posture of curiosity for Roosevelt Park Ministries and our mission.

This is an unpaid internship. Expect to work about 10 hours a week.

Qualifications:

- Proficient with Canva and manipulating text and photos
- Proficient in written English
- Moderate proficiency in Spanish in order to communicate with the Director of Operations for Roosevelt Park Ministries
- Basic computer knowledge and skills
- Previous experience or stated interest in Spanish, English, journalism, communications, marketing or other related fields (preferred)
- Citizen of the United States
- At least 18 years of age
- High School Diploma or equivalent

Responsibilities:

- Create a quarterly newsletter that features highlights of Roosevelt Park Ministries
- Take pictures for newsletter
- Write short paragraphs describing photos and events occurring at Roosevelt Park Ministries
- Provide occasional translation between English and Spanish
- Manage and update the sender address list
- Contact a printing service company chosen by Roosevelt Park Ministries and coordinate with the company until printing is complete

Expectations:

- Pays attention to detail
- Works with precision and tidiness
- Be familiar with Roosevelt Park Ministries activities and ask for clarification when necessary

To Apply: Please send cover letter and resume to: info@rooseveltparkministries.org



Roosevelt Park Ministries