



## **New Jersey Institute for Social Justice Communications & Marketing Intern**

The Institute seeks a dedicated, highly qualified individual for a paid communications & marketing internship. The ideal candidate for this position will have a deep commitment to social justice work and familiarity with social media, media relations and journalism. Please submit inquiries or applications (including a cover letter, resume, three references and a writing sample) to [recruitment@njisj.org](mailto:recruitment@njisj.org).

Established in 1999 by Alan V. and Amy Lowenstein, the Institute's cutting-edge racial and social justice advocacy seeks to empower people of color by building reparative systems that create wealth, transform justice and harness democratic power—from the ground up—in New Jersey.

Known for our dynamic and independent advocacy aimed at toppling load-bearing walls of structural inequality to create just, vibrant and healthy communities, we are committed to exposing and repairing the cracks of structural racism in our foundation that erupt into earthquakes in communities of color.

The Institute advocates for systemic reform that is at once transformative, achievable in the state and replicable in communities across the nation.

The Institute's programmatic focus rests upon three interconnected pillars:

1. Economic Justice
2. Criminal Justice Reform
3. Democracy & Justice

### Communications & Marketing Internship Overview

The Communications & Marketing Intern will report to the Communications and Design Manager and the Communications & Digital Media Manager. The role will provide support to the Communications & Marketing team and its work across each of the Institute's programs as well as the team's overall branding and promotional efforts. Specifically, the Intern will take on the following roles and responsibilities, with support from supervisors:

- Create and implement a social media campaign across Facebook, Twitter, Instagram, TikTok and YouTube with an eye toward reaching a younger audience.
- Assist in organizing the Communications SharePoint folders, including uploading photos and videos.
- Attend and support Institute events.
- Participate in Institute meetings and other collaborative activities.
- Assist in organizing advocacy platform's email and campaign database.
- Assist in organizing press lists in Cision.
- Compile and distribute press clips, including updating the Institute's website media page.
- As needed, help draft and proofread collateral materials such as fact sheets, brochures and web content, as well as press releases and email blasts.
- Assist graphic designer with material creation.

### Experience and Qualifications

The ideal communications internship candidate will have:

- A passion for social and racial justice.
- Experience effectively navigating social media and knowledge about the latest platforms, with a vision for maximizing the Institute's social media presence.
- Experience in WordPress.
- Experience or interest in learning basic graphic design using platforms like Canva, Photoshop and Indesign.
- A four-year degree, preferably in communications, marketing, journalism, political science, sociology, or a policy related field (or, if the applicant is a current student, be working toward such a degree).
- Strong written and verbal communication skills, with the ability to communicate effectively with diverse groups that help to drive the Institute's mission.
- Proficiency with MS Office applications.
- Extremely detailed and organized.

### Compensation/Hours

This is a paid internship period, to be filled immediately. The Intern will work four to five days per week, depending on needs and availability.

The length of the internship is flexible, depending on the Institute's needs and the Intern's availability. The position is hybrid (remote with some in office hours). The Intern will be paid \$16 per hour.

Interning in Newark

For individuals who are looking to gain substantive skills and develop their professional networks while advancing social justice, Newark is a great place to be. It is less than 30 minutes by train from Manhattan, Hoboken, Jersey City and Montclair. Newark is galvanized by its young and dynamic local leadership and boasts an admirable and effective spirit of collaboration among nonprofit organizations, law firms and local government officials.

\*\*\*The Institute is an equal opportunity employer, and we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.\*\*\*