Media and Communication Internship

Job posted by SIKH AMERICAN LEGAL DEFENSE AND EDUCATION FUND (SALDEF)

JOB TYPE
Full Time or Part Time

SALARY
Credit or Hourly

LOCATION
Washington, DC Preferred/Some Flexibility

APPLICATION DEADLINE
Open Until Filled

About SALDEF: We are a national civil rights, media, policy, and education organization. We envision a United States where the Sikh American community fully participates as a vibrant part of our society’s fabric. SALDEF has a growing full-time staff with offices in Washington, DC, and Los Angeles, CA. Position Summary: The SALDEF Communications department is responsible for promoting SALDEF’s mission, its brand and its programs through the news media, our website and social media. Assignments will offer the opportunity to learn about the breadth of SALDEF’s work and how the Communications department supports the work through branding, media relations, marketing, communications strategy, and producing content for the website, multimedia and social media channels.

KEY REQUIREMENTS/KNOWLEDGE/SKILLS

● An understanding of communications best practices, including interactive and online channels.
● Ability to conduct in-depth research and present it clearly and concisely.
● Strong interpersonal and verbal communication skills, including comfort with public speaking.
● Ability to think strategically and maintain focus while working with multiple constituencies.
● An affinity for networking and ability to galvanize/influence individuals and groups toward a common goal.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

● Participating in marketing, communications, and digital team meetings and strategy discussions;
● Creating and posting media relations materials;
● Conducting research on social media and media relations best practices in order to expand our reach;
● Building and maintaining media relations lists of journalists and news outlets;
● Researching journalist coverage and advising communications staff about pitch angles and media targets;
● Preparing media coverage reports of team activities;
● Work with communications staff members to conceive, implement and evaluate media relations events.

DESIRED QUALIFICATIONS

● This Internship is open to all undergraduate and graduate students who possess a strong interest in journalism, public relations, advocacy communication, civil liberties issues, and who may have coursework or employment related to the Internship that includes;
● Communications strategy;
● The future of journalism and the news industries;
● News reporting and writing;
● Strong written and communications skills
● Experience working with teams
● Ability to handle multiple projects and meet deadlines in a fast-paced working environment
● Interest in civil rights and liberties

APPLICATION PROCESS

Applicants should send a cover letter, resume and a list of three references to Gujari@SALDEF.org. Reference: [Media and Communications Internship] in the subject line.

**SALDEF is proud to be an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply for this position and enrich our organization.**