

Communications Assistant Internship

DESCRIPTION



Vera Aqua Vera Vita is a grassroots nonprofit organization founded on the mission of “tapping into the physical and spiritual nature of water to empower people and communities in developing countries to generate clean water and sanitation solutions that bring ‘True Water True Life.’” We are a small and a relatively young organization with a lot of opportunity for growth and impactful contribution. Visit our website at VeraAquaVeraVita.org.

Job Description: Meaningful, professional, and fun unpaid **Communications Internship** working closely with the Founder & Executive Director of Vera Aqua Vera Vita and the Communications Director to help promote the mission of Vera Aqua Vera Vita through social media, many varied communications channels, and professional news and editorial writing.

Supervision: An intern in this role will receive direct supervision, guidance, and mentorship from the Communications Director and indirect guidance and mentorship from the Executive Director.

Job Type: Unpaid Internship

Minimum Qualifications:

- Supporting of Vera Aqua Vera Vita’s mission
- Willingness/motivation to learn & ability to quickly grasp new software, etc.
- Ability to work in a volunteer/team environment both in person and on the phone
- Self-motivated to complete projects, meet deadlines, and function independently without much oversight
- Proficient in Microsoft Office suite of products
- Marketing/advertising experience (collegiate or professional skills)
- Social media platform experience: Hootsuite, Facebook, Twitter, Instagram, Tumblr, LinkedIn
- News release writing skills experience or news writing experience with publication
- Video editing experience preferred
- Graphic arts experience (Adobe In-Design and/or Photoshop) desirable but not required

Scope of Role:

- Use Hootsuite for communications/social media: Schedule & post on social media including photo or video (SEO, #, @)
- Newsletter content preparation, copy editing
- Perform duties in compliance with VAVV organization's Stylebook & Associated Press style
- Building contact databases using Excel software
- Professional news & storytelling, straight news and narrative form
- Questionnaire preparation for Q&A’s for website news page

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- Community calendar maintenance along with executive director
- Committee participation promoting Vera Aqua Vera Vita when assigned, for example: Annual Fundraiser

Expectations:

- Estimated hours per week: 10 hours minimum
- Accountable to meet strict deadlines, *with exceptions*
- Bi-weekly Status Meeting with supervisor on assignments
- The internship would be a minimum of full semester until finals week, *with exceptions*. The exact duration of the internship will be determined in negotiations during hiring

Our (VAVV) Commitment:

- To assist you in acquiring college credit hours for your work, if available at your university
- To provide the opportunity to work within a team of technical experts in a professional non-profit organization
- To provide an opportunity to learn, grow, and be creative in helping to vision VAVV for the future
- To provide a letter of recommendation, if requested, if all work requirements and professional standards were met during the volunteer period
- To provide experience working within a volunteer-based organization

Application: Professional cover letter | Professional resume

If Interested:

- Apply on [Handshake](#).
- Contact Jacob Niemeier at jniemeier@veraaquaveravita.org or call **469-577-9465** if you have questions, feedback, or want more information