



Peace Development Fund Communications Intern

The Peace Development Fund in Amherst, MA is a public foundation that works to build the capacity of community-based organizations through grants, training and other resources as partners in the human rights and social justice movements. If you're looking for a rewarding position in a dynamic, successful and progressive organization providing capacity building for grassroots groups and helping to raise funds, come to PDF.

Position Summary and Responsibilities:

Interns will work collaboratively with other interns and with PDF staff to support PDF's communications work including social media, blogs, press releases, and written materials. Internship workplans will be developed to best fulfill both PDF's programmatic needs and the interests of interns.

- Producing social media content and regular posting across all social media channels.
- Update website regularly.
- Assist in writing of monthly e-newsletter.
- Write monthly blog post.
- Use marketing analytics to gather important data (social media, web analytics, rankings etc.)
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success.
- Other work as necessary.

Qualifications

- Experience with social media (Facebook, Instagram, and Linked In)
- Strong written communication skills.
- Knowledge of social justice issues or grassroots organizing.

Schedule

- Fall, Spring, or Summer semesters
- 15-20 hours per week (flexible schedule)
- Remote or hybrid

How to apply

Please send resume, cover letter, and short writing sample by 9/15, 1/15 or 5/15 to Sophia Trifone at sophia@peacefund.org.