

Position	Communications Intern
General Description	The Communications Intern works closely with CADA's Development and Communications Manager to carry out CADA's external messaging strategy.
Location	Mankato
Reports to	Development and Communications Manager
Key Responsibilities	<ul style="list-style-type: none"> • Assist with maintaining CADA's social media platforms • Manage CADA's content calendar • Plan awareness raising campaigns • Assist in creating long form and short form content • Organize content for multiple channels including: news media, website, social media, local publications, and branded materials • Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business • Promote and uphold CADA's values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives • Maintain accurate time records and adhere to all agency policies and procedures • Communicate with intern coordinator and site supervisor(s) in a timely and professional manner • Complete other duties as requested
Learning Objectives	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> • Successfully maintain CADA's content calendar • Engage with key audiences to support CADA's mission • Successfully plan and implement awareness raising campaign <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> • The daily and ongoing administrative operations of a nonprofit organization • The marketing, development, and community engagement functions that support a nonprofit agency • Communicating with multiple audiences • The purpose of different forms of content • Annual and monthly communications/content calendars

<p>Skills and qualifications</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Familiar with Canva and Microsoft programs • Familiar with Instagram and Facebook/Meta Business Suite • Motivated to lead projects with little direction, and work well independently and as a part of a team • Excellent organizational and time management skills • Maintain good communication with the Development and Volunteer Manager and an interest in professional development • Multilingual skills are a plus
<p>Selection Criteria</p>	<ul style="list-style-type: none"> • Minimum of 120 hour commitment • Seeking students pursuing degrees in: <ul style="list-style-type: none"> ○ Community health ○ Communications or Marketing ○ Gender and Women’s Studies ○ Nonprofit Leadership ○ Students from other departments or programs are welcome to apply. Course work in nonprofit leadership, communications, or gender and women’s studies is a plus.
<p>Training and supervision</p>	<p>Students will complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisor in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise.</p>
<p>Time Commitment & Schedule</p>	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule.</p>

To apply: Submit internship application, resume, and cover letter to CADA’s Administrative Assistant and Volunteer/Intern Coordinator: hollym@cadamn.org