



## **The Equity Alliance Communications & Marketing Internship**

The Equity Alliance (TEA) is a Nashville-based 501(c)3 nonpartisan non-profit organization that proactively advocates for African-Americans and other communities of color to have a fair and just opportunity at realizing the American dream. With democracy reform work at the core of our mission, our goal is to equip citizens with tools and strategies to engage in the civic process and empower them to take action on issues affecting their daily lives. We believe in using our voting power as a weapon in the fight for social and economic justice. Our work is centered on four primary vehicles through which we build people power and create a more informed electorate: Grassroots and community organizing; Electoral activation and mobilization; Legislative advocacy; and Leadership development. The Equity Alliance shares staff with The Equity Alliance Fund, our affiliate 501(c)(4) social welfare organization. Interns play an important role in making this critical work happen.

Internship positions are designed to be on-ramps for people interested in advocacy nonprofits, civic engagement and communications. Our hope is that interns will go on to become longstanding volunteers of TEA, community organizers, civic leaders, and perhaps someday even join the board of directors or lead other groups within and outside of our organization.

### **Background Information**

- This internship is an unpaid position. We welcome applications from students interested in receiving course credit from an accredited university or college. These internships are flexible to meet course requirements. If you are interested in receiving course credit for an internship, please first talk with your academic advisor to confirm this position is possible for your degree program, then reach out to indicate your interest.
- Interns work between 10 and 28 hours per week, dependent upon their availability and course requirements. We are happy to accommodate scheduling around classes, work, and childcare needs.
- Interns are asked to work remotely with regular in-person check-ins with the Executive Director.
- Internships will run approximately mid-January to May, dependent on the applicant.
- Preferred applicants will be Sophomores, Juniors, and Seniors.
- Visit our website for more information on TEA: <https://www.theequityalliance.org>

### **Responsibilities**

- Assist in the design and copywriting of monthly newsletters using the online platform, EveryAction (no prior experience with EveryAction required)
- Create and design graphics, invitations, and flyers for events
- Take photos at events and meetings
- Organizing and archiving digital assets
- Assist with video production and editing
- Assist in social media content creation and posting daily updates on Facebook, Instagram, and Twitter

- Maintain updated website content
- Drafting scripts for phone, email, and texting campaigns
- Create materials such as press releases and brochures
- Identify new potential audiences and opportunities for outreach for events and ongoing campaigns
- Assist in the planning and execution of special projects, such as the Nashville Voter Guide
- Assist in the planning and execution of our annual fundraiser
- Write monthly blog posts on voting rights and racial justice issues in Tennessee
- Attend coalition partner meetings
- Other duties and projects as assigned

### **Desired Qualifications**

- Willingness to learn new skills and have diverse experiences
- Self-motivated and works independently
- Detail-oriented
- Open to a variety of tasks, self-motivated and flexible; ability to work independently
- Creative and thinks outside the box
- Strong writing abilities
- Experienced with social media platforms such as Facebook, Twitter and Instagram
- Some experience with graphic design platforms such as Canva, Piktochart, and/or Adobe Creative Cloud (Photoshop/Illustrator/InDesign)
- Working knowledge of video editing software and apps
- Interest in communications, nonprofit management, civic leadership, civic engagement, communications, and/or voting rights advocacy field

Interns do not have to be students. Anyone seeking to learn about communications, community organizing, advocacy, civic engagement, and nonprofit management is welcome to apply. Additionally, we know that issues related to voting rights and racial injustice disproportionately impacts African Americans and other people of color, and people from marginalized and working class backgrounds. As such, we believe that these communities must have leadership and influence in the work we do. We encourage applicants from various backgrounds to apply.

### **How to Apply**

We are accepting applications for the Communication Interns position on a rolling basis. Interested applicants should submit a resume or CV and writing sample to [jobs@theequityalliance.org](mailto:jobs@theequityalliance.org) with "Communications Intern Application" in the subject line.