

Ethiopian Community Development Council, Inc.
901 S. Highland Street Arlington, Virginia 22204

INTERNSHIP ANNOUNCEMENT

Position Title: Communications Intern (Spring 2018)
Department/Division: CARI
Reports to: Public and Community Relations Officer
Location: Arlington, VA

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

Internship Summary. The Communications Intern is responsible for supporting external communication and engagement activities for ECDC's National Conference, including the creation and dissemination of a set of public relations materials through multiple mediums.

Key Responsibilities

1. Create new public relations and outreach materials, including fact sheets, press kits, PowerPoint presentations, and other documents.
2. Research sponsorship opportunities, and submit and follow up with sponsorship requests.
3. Follow up with invited speakers and panelists, confirming participation.
4. Conduct market research and outreach to potential conference attendees and vendors.
5. Assist in the planning and implementation of advocacy day, including contacting congressional offices to set up meetings.

Qualifications

- Sophomore-level standing at college or university. Focus: communications, marketing, media, graphic design, and/or related field.
- Interest in domestic refugee resettlement and/or refugee and immigration policy issues.

Competencies

- Excellent written and verbal communication and organizational skills.
- Highly proficient with Microsoft Office Suite, including Publisher. Other presentation design software and website skills are a plus.
- Experience with multimedia platforms.
- Ability to conduct 'cold calls' and 'cold emails'
- Ability to plan and manage work to meet deadlines.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Ability to adjust to changing work tasks and priorities.

To Apply

Please submit, by mail, fax, or e-mail (1) a cover letter; (2) a résumé; and (3) a short presentation sample that includes text, and graphics and/or audio (1-2 pages) by **December 8, 2017**, to:

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