



Title: Communications Intern (Part-Time, Remote)

Description:

Childhood Education International is an international development organization that works in partnership to co-create innovative solutions to educational challenges and secure bright futures for children's learning and wellbeing. Since 1892, we have been committed to ensuring that all children worldwide have access to quality education. Learn more at www.ceinternational1892.org.

CE International is seeking a part-time Communications Intern for summer 2024, with the possibility of extending through the academic year. The Communications Intern will support the organization's mission through communications work focused on content compilation and development, social media management, and other communications support. They will report to the Director of Communications.

Schedule: 15-18 hours/week (May/June through August 2024)

Stipend: A monthly stipend will be provided.

Responsibilities:

Content Development & Outreach (55%)

- Drawing on the latest education reports, news, innovations, trends, and research, compile a biweekly e-newsletter for a global community focused on ensuring that young children with development delays or disabilities reach their full potential.
- Write and edit news items and updates to share through CE International's website and e-newsletters.
- Collaborate with staff to develop original content such as infographics, guides, and other materials as needed.
- Identify and propose areas in CE International website and other communications channels that would benefit from updates reflecting the latest trends in global education research.
- Conduct outreach related to CE International courses and other offerings.

Social Media Content Development (35%)

- Draft original content for social media platforms, including text, graphics, and other assets.
- Track and review social media analytics.
- Identify and propose opportunities for new campaigns or approaches to social media engagement.

Other Communications Support (10%)

- Support the maintenance of online databases of subscribers and other organizational contacts.
- Other communications support and responsibilities as needed.

Qualifications:

- Commitment to CE International's [mission and vision](#).
- Belief in and commitment to an equitable, inclusive, global approach to education.

Intern will follow the policies and guidelines of the organization



Childhood Education
International

Communications Intern Position Description

- Excellent writing and editing skills, with close attention to detail.

- Familiarity with social media platforms and graphic design tools such as Canva.
- Comfort working independently and as part of a team in a remote setting, including being responsive when on deadline.
- Experience working with spreadsheets and/or databases, and willingness to learn to use new software platforms.
- Current or recent enrollment in a bachelor's or master's program in Communications, Public Relations, Journalism, Marketing, or a related field preferred.

To Apply:

To apply, send a cover letter and resume to Kacy Kostiuk, Director of Communications, at kkostiuk@ceinternational1892.org. Please use the email subject line "Communications Internship Summer 2024." Applications will be reviewed on a rolling basis, starting in mid-April.

Intern will follow the policies and guidelines of the organization