

NATIONAL
ACADEMY
OF • SOCIAL
INSURANCE

Spring 2022 Comms Intern

The National Academy of Social Insurance (the Academy) is a nonprofit, nonpartisan organization made up of the nation's leading experts on social insurance. Its mission is to advance solutions to challenges facing the nation by increasing public understanding of how social insurance contributes to economic security. Social insurance encompasses broad-based systems that help workers and their families pool risks to avoid loss of income due to retirement, death, disability, or unemployment, and to ensure access to health care.

The Academy is seeking a part-time Communications Intern for the spring of 2022 (March – May). This internship is a unique opportunity to gain insight into the operations of a small non-profit organization and get hands-on, educational experience in the non-profit world. This is a flex position. If applying to work remotely, applicant must have a computer with high-speed internet. For an in-person internship, a computer will be provided. The Academy's offices are located in downtown Washington, DC near public transportation, including metro Red lines (Farragut North) and Blue, Orange, and Silver (McPherson Square).

JOB TITLE: Communications Intern

REPORTS TO: Digital Communications Associate

TIME: Start date flexible; minimum of 16-20 hours per week; internship concludes in late May or early June, with possibility for extension

PRIMARY DUTIES:

- Assist with all aspects of maintenance of the Academy's Membership Directory and constituent database;
- Perform updates to organization's website (WordPress) in close collaboration with the Digital Communications Associate;
- Aid in the layout and delivery of email comms and other outreach efforts;
- Gather and organize metrics to help inform organization's communications plan;
- Assist Digital Communications Associate with production of social media content, including graphic design (Canva), and contribute to strategic development of the social media calendar;
- Conduct office administration tasks and other duties as assigned.

QUALIFICATIONS:

- Outstanding attention to detail and strong organizational skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint); must be comfortable with data entry/ data management
- Familiarity with CiviCRM or other membership and fundraising database programs a plus
- Experience with WordPress a plus
- Strong interpersonal and communication skills
- Self-starter who has the ability to work independently on projects but also knows when to ask questions
- Strong interest in non-profit sector and/or in public policy or social policy

COMPENSATION & BENEFITS:

- \$15/hour for undergraduate interns, based on previous experience; \$18-20/hour for graduate student interns, based on previous experience
- Course credit may be available, depending on criteria of the university/college

Send a resume, cover letter, and references to nasi@nasi.org. No phone calls, please. Subject: **Spring 2022 Comms Intern**