



CommunityWorks Communications Intern Job Summary

About CommunityWorks

CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 12 years, CW has created opportunities for people, communities and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since its inception, CW served over 6044 and has generated over \$291 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Purpose

We are seeking an enthusiastic and dependable Communications Intern who wants to jumpstart their career and learn from experienced marketing professionals. Under the supervision of the Communications Manager, the Communications Intern will assist with social media outreach, project planning, networking, and furthering the brand and mission of CommunityWorks. Candidates must be at least a junior in college or a recent college graduate and have flexible hours.

Marketing Intern Duties and Responsibilities

- Track and maintain analytical reports of digital marketing efforts
- Assist in the planning of marketing projects and CommunityWorks' events
- Assist in the creation and implementation of email campaigns, social media content, podcast content, website content and marketing collateral
- Assist in paid advertising through Google, social media and local publications
- Monitor social channels and respond to feedback, questions, and concerns
- Provide administrative support to staff when required



- Offer creative solutions and ideas to further CommunityWorks' mission

Marketing Intern Requirements and Qualifications

- College junior or senior or recent college graduate
- Strong work ethic
- Familiar with social media best platforms, Microsoft office suite, Google suite, Adobe Creative Suite a plus, Wordpress experience a plus
- Extensive knowledge of business social media best practices, strong content writing skills, paid advertising experience a plus
- Strong communication skills
- Interest in CommunityWorks' purpose
- Flexible work schedule

Interested candidates should submit their resumes to careers@cwcarolina.org