

Candid.

Now hiring

Communications & Brand Awareness Intern (Summer 2023)

Candid is now accepting applications for an intern to join its small but vibrant Communications & Brand Awareness department to help tell the story of how Candid gets people the information they need to do good.

Position: Communications & Brand Awareness Intern (Summer 2023)

Reporting to: Digital Communications Manager

Schedule: 15-19 hours per week, Monday through Friday between the hours of 9:00am to 5:00pm during the Summer 2023 semester

Location: Flexible (Remote or a hybrid schedule in one of Candid's offices in New York, NY; Atlanta, GA; Cleveland, OH; or Williamsburg, VA)

Pay Range: \$15- \$20/hour (compensation may vary based on skills, experience, year in school, and location)

Position summary

Candid (candid.org), the nation's leading authority on philanthropy, seeks a resourceful, creative, conscientious, and detail-oriented intern to work closely with the Communications & Brand Awareness team to tell Candid's story. This is a great opportunity to participate in the range of activities the team undertakes daily.

The successful candidate will demonstrate a commitment to excellence, the ability to think and learn quickly, strong organizational skills and attention to detail, and an appreciation for the activities of the nonprofit sector.

Interns will be expected to participate in Candid training programs and present their work at a Town Hall at the conclusion of their internship.

Career Exploration

- Exposure to institutional social media.
- Exposure to communications metrics.
- Exposure to institutional editing and messaging.
- Exposure to media outreach and public relations.
- Exposure to blog and newsletter creation and publication.
- Exposure to inner workings of a mid-sized nonprofit and a small communications team, including official organizational and team meetings, collaboration between teammates, and collaboration with other teams.

Responsibilities

- Create and schedule content as part of Candid's social media communications plan via Sprout Social.
- Support creation of social videos for Instagram, TikTok, and YouTube Shorts.
- Support publication and management of the Candid Blog:
 - Write content
 - Review submissions
 - Review Candid videos for possible inclusion in the Candid Blog
 - Proofread
 - Support optimization of blog SEO
- Provide QA support for the Candid Newsletter.
- Gather and analyze figures for communications metrics.
- Review Candid's guidance for referring to specific populations, identify resources to help Candid stay abreast of evolutions in language related to equity and social justice, and monitor those resources during the internship.
- Attend meetings, if available.
- Provide project-based or general support to the communications teams, as needed.

Requirements

- Pursuing a degree in a field that requires factual analysis and strong writing skills. Majoring in communications, marketing, or public relations a plus but not required.
- Strong written and oral communication skills.
- Strong MS Word and MS Excel skills. Familiarity with other Microsoft Office applications a plus but not required.
- Prior experience creating content for a brand social media account is a plus, but not required.
- Interest in the social sector.
- Creative approach to tasks.
- Professional, positive attitude.
- Sensitivity and respect for racial, gender, sexual orientation, and cultural differences.
- Champions and represents Candid's core values: We're driven, direct, accessible, curious, and inclusive.

See the world. Make it better.

Every year, millions of nonprofits spend trillions of dollars around the world. Candid finds out where that money comes from, where it goes, and why it matters. Through research, collaboration, and training, we connect people who want to change the world to the resources they need to do it. Our data tools on nonprofits, foundations, and grants are the most comprehensive in the world.

Candid's vision is an ambitious one. But we know that when we make investments in our talent, it translates to more access and better knowledge for those working for social good around the world.

On February 1, 2019, Foundation Center and GuideStar joined forces to become Candid, a 501(c)(3) nonprofit organization.

How to apply

Please email your resume and cover letter to careers@candid.org. Please put the title of the position you are applying for in the subject line. Your application will only be considered if all instructions above are met.

Due to the high volume of applicants we typically receive, we regret that we can only contact candidates that are selected to participate in our interview process.

For more information on positions available at Candid, please visit our website: <https://candid.org/about/work-at-candid>

Candid is an EO/AA/VET/DISABLED Employer.

We are committed to diversity, equity, and inclusion and especially encourage members of underrepresented communities to apply.

4/2023