



Communications Intern

About the Organization

RFA seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved and marginalized students. We conduct culturally responsive and equity focused research and evaluation studies to inform policymakers, practitioners, philanthropy, and the public at local, state, and national levels. We provide our partners with empirical evidence and recommendations they can trust, to guide decisions about programs, policies, and practices. We are passionate about the importance of high-quality education for strengthening students, families, and their communities and the need to advance racial and social justice in the systems that undermine equitable access and success. We believe that all students, families, and communities deserve the resources and supports needed to develop their potential and thrive.

Internship Location

RFA is currently providing challenging, high-quality, and meaningful internship experiences for students through a virtual engagement. To be considered for a remote internship, candidates must reside or have an address in the following states: Colorado, Maryland, North Carolina, New Jersey, and Pennsylvania. RFA cannot offer internships to candidates outside of these states.

Position Description

A communications intern will contribute to growing and executing RFA's communications and outreach strategy. Communications plays a critical role in every aspect of RFA's work. Interns will have a unique opportunity to contribute to education research, policy and advocacy efforts impacting K-12, early childhood, and postsecondary education, as well as after- and out-of-school time. The intern will learn social media marketing, media relations, visual communication, along with the accompanying soft skills that make for a successful career in communications. Excellent writing, research, and social media skills, as well as keen attention to detail and the ability to handle multiple tasks under short deadlines, are essential qualities. Knowledge and interest in education research and policy are preferred. Internships at RFA are paid and substantive in nature, and interns are integral members of our team. All interns are remote.

Primary Responsibilities:

- Social media content creation and strategy development
- Tracking website, social media, and other relevant communications metrics
- Identifying key influencers and media targets
- Compiling daily and weekly news clips
- Conducting research to support internal and external communications

- Monitoring online conversations in RFA issue areas
- Graphic design and WordPress website maintenance
- Supporting administrative and operations activities for RFA communications

Required Skill Sets and Experience

- Demonstrated ability to be highly organized, self-motivated, and detail-oriented
- Proven ability to be responsible, manage time well, and work effectively and independently
- Ability to demonstrate excellent oral and written communication skills
- Demonstrated keen sense of curiosity, ability to take initiative, and lifelong learning approach
- Exceptional written and oral communications
- Skill in a variety of computer programs, including Microsoft Office Suite (Word, PowerPoint, Excel), Google (Docs, Sheets, Forms), and Adobe Acrobat
- Familiarity with graphic, video, and sound design using the Adobe Creative Cloud
- HTML and WordPress content management
- Competence in matters of diversity, equity, and inclusion

Time Commitment

Maximum of 20 hours per week

Tech Requirements

To be hired for RFA's remote internship opportunities, you must have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Other Information

- Summer internships run from early June to mid-August
- Beginning and end dates are based on the needs of the project and the availability of the intern. For this position, interns not receiving work-study will be paid \$15.00 per hour. Only complete applications including resume and cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until this position has been filled.
- Candidates must be authorized to work in the United States.

How to Apply:

To be considered for this internship, please submit your resume, writing sample of at least five pages, and cover letter. In your cover letter, please specify the number of hours per week you are available. RFA considers applicants without regard to age, race, national origin, sexual orientation, gender, gender identity and expression, disability, veteran status, or any other characteristic protected by law. Please include your last name in the title of your resume document. Unfortunately, due to the volume of applications, we cannot respond to inquiries individually.

Click here to apply: <https://app.smartsheet.com/b/form/2fa84076a43249ebb67e7603bd817a89>

RFA is an equal-opportunity employer and an organization that values diversity. Recruiting staff and interns to create an inclusive organization is a priority, and we encourage interns from all backgrounds. Candidates are evaluated solely on their qualifications to perform the work required.