WORLD AFFAIRS COUNCIL
OF GREATER HOUSTON

Position: Marketing & Communications Intern

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Reports to: Marketing Manager
Type: Part-Time (flexible hours within 9:00am – 5:30pm office hours) for current or recent undergraduate/graduate students.
Compensation: Unpaid, course credit possible. Membership in the Council upon completion.

Organization The World Affairs Council of Greater Houston is a private, nonpartisan, nonprofit organization. The mission of the Council is to promote better understanding of the world - the people, politics, economies and cultures - enabling our citizenry to participate more effectively in the global community.

Internship Program This program will expose the intern to the dynamic office setting of an educational nonprofit focused on international issues. The intern will have the opportunity to contribute to the mission of the Council while learning and developing skills specific to their interests and area of study.

Responsibilities The Marketing and Communications Intern will work with the Marketing Manager to facilitate public relations and outreach for the World Affairs Council of Greater Houston. This intern will help promote the Council and the offerings of its main departments (Programs, Education, and Travel) across a variety of mediums, through press releases, social media, and printed materials. The intern will play a key role in drafting newsletters, designs, and social media posts and ads. They will assist in updating and analyzing data as well as maintaining and adding events to the website.

Qualifications

The Marketing and Communications Intern will be comfortable in a fast-paced office environment, must possess the drive to learn and see tasks independently but ask for assistance when needed.

- Currently pursuing, or recently graduated with, an undergraduate or graduate degree
- Preferred concentration: International Studies, Public Relations, Marketing, Communications, Graphic Design, Journalism, Digital Media, or related field with high academic credentials
- Ability to learn to use new systems and digital platforms
- Experience in graphic design and familiar with Adobe InDesign or related software preferred
- Excellent written and oral communication skills
- Detail-oriented, organized, and reliable
- Familiarity with and a demonstrated interest in the mission of the Council
- Availability to work 1-2 events in the evening each month (counts toward internship hours)

How to apply Please send an email to jobs@wachouston.org with the subject Marketing & Communications Internship. Include a resume, cover letter, and 1-2 page writing sample (any type acceptable). In the cover letter, please specify your availability (when you would be able to start and what days/hours you would be able to work).