

Marketing and Communications Intern (Content + Email + Storytelling)

Role: Marketing and Communications Intern

Term: Summer, 10–12 weeks. Optional school-year extension for top performers.

Hours: 25–33 hours/week

Location: Remote

Pay: Paid hourly. \$18 per hour. Benefits not included.

Standing meeting: Wednesdays at 9:00 AM Eastern (required)

What you will do

You will produce mission content for donors, families, and partners.

- Build a 6–8 week content calendar tied to fundraising priorities
- Draft and schedule social posts aligned with brand voice
- Build Canva templates for social posts
- Support email newsletters (draft sections, edit, format, proof)
- Organize student stories and photo assets with captions and permissions notes
- Draft short web copy for campaigns and updates
- Track basic performance metrics and recommend simple improvements

Success looks like

- A content calendar ready for execution
- A story and photo library organized for quick use
- A set of campaign-ready assets (email draft, landing page copy, social set)

Required

- Strong writing and editing skills
- Reliable follow-through and deadline ownership
- Comfort receiving feedback and revising fast
- Respect for sensitive stories and images
- In process of pursuing undergraduate or graduate degree

Preferred

- Canva experience
- Basic short-form video editing and captioning
- Interest in Catholic social teaching and mission-driven work

Confidentiality and media handling

Intern will sign a confidentiality statement. Work includes student stories and photos under organizational guidelines.

Application

Send the following to info@worldvillages.org with subject **Marketing and Communications Intern:**

- Resume
- One writing sample: one email paragraph plus two sample social posts for a nonprofit cause
- Cover letter including weekly availability, time zone, location, and portfolio link if available