



Voices for Children, Inc. is a non-profit organization dedicated to the welfare of the abused and neglected children of the Brazos Valley. Voices for Children recruits and trains community members to become Court Appointed Special Advocate (CASA) volunteers. CASAs advocate for a child or sibling group through the child welfare system until the child or siblings can be placed in a safe, permanent, and nurturing home. They serve as a link between the child and the court system to ensure that the child is not lost in the cracks of the larger foster care system.

Position: Marketing and Development Intern

Description: Voices for Children seeks an intern to assist with marketing and development efforts. This position provides an excellent opportunity to gain hands-on experience in various aspects of marketing and development while working for a well known community based nonprofit.

Responsibilities:

- Take over and maintain Voices for Children's social media presence
- Coordinate planning and details of a major fundraising event
- Draft, distribute, and pitch press releases, media alerts, and other stories
- Update the Voices for Children website as needed
- Assist in planning, writing, and managing monthly eNewsletter
- Collaborate with staff on digital strategy and new ideas to improve digital marketing

Qualifications:

- Ability to prioritize, multitask and meet deadlines; good organizational skills
- Firm grasp of social media channels and how to use them
- Completed or working toward a college degree, preferably in a related field (i.e. Marketing, Communications, or Public Relations)
- Must be computer literate with a working knowledge of MS Office and Google Drive. Knowledge of graphic design is a plus
- An effective communicator, both written and oral
- Work independently and identify potentially more effective methods of work operation

Hours: 15-20 hours a week. Work schedule is flexible between 8:30 AM - 5:00 PM Monday-Friday with the opportunity to work remotely 4 hours a week.

Compensation: This is an unpaid volunteer internship.

To Apply: Please send a resume and three references to Randi Shaffer at rshaffer@vfcbrasos.org.