Communications Intern Job Description

The communications intern will work closely with QDEP staff, members, and other volunteers. Interns are expected to be organized, reliable, easy to communicate with, and caring. This position is unpaid, however, applicants are encouraged to seek independent funding through an accredited institution, fellowship grants, or internship programs. QDEP will gladly assist in working with the school or program to make arrangements and meet requirements. The position requires a commitment of at least 10-hours a week.

Regular Tasks and Projects:

- **SOCIAL MEDIA ROLES:**
  - Update the Facebook, Twitter, and Instagram accounts about upcoming QDEP events, relevant news articles, and photos of QDEP activities.
  - Answer incoming messages on social media accounts.

- **WEBSITE MANAGING:**
  - Update WordPress website with any new work QDEP is doing, any new information, and photos.

- **FUNDRAISING:**
  - Utilize QDEP’s GiveGab account for fundraising campaigns.
  - Share fundraising campaigns on social media.
  - Connect with other organizations and individuals who are willing to create a space to fundraise for QDEP.

- **HOTLINE RESPONSIBILITIES + DATA ENTRY:**
  - Log all calls on the “Hotline Call Log” excel spreadsheet.
  - Communicate with members on the inside and log interventions into their profiles inside the Vianey Database.
  - Communicate with outside folks inquiring about QDEP.
  - Return any missed calls.

- **EVENTS:**
  - Create events for QDEP via Facebook and email.
    - Examples of events include: Volunteer Trainings and Letter writing/pen-pal sessions
  - Attend all events that are relevant to QDEP or that are hosted by QDEP.
  - Share relevant events or events that feature QDEP on all social media platforms.
● PODCASTING PROJECT (“Queering Immigration Podcast”):
  ○ Record, edit, and publish narratives/interviews of members on QDEP’s Soundcloud and website.

● OTHER RESPONSIBILITIES:
  ○ Sending out informative emails to members and folks on the volunteer listserves.
    ■ These emails will generally notify folks about upcoming QDEP events/QDEP related events and meetings, volunteer opportunities, outside opportunities, and more!

To Apply:
Please submit a cover letter and resume to ian@qdep.org. Your cover letter should describe what you hope to gain from this internship or how the position would help you advance your professional goals. All questions should be directed to Karla Herrera, current Communications intern, at karla@qdep.org.