



# STRONG WOMEN STRONG GIRLS

## Communications and Special Event Internship Strong Women, Strong Girls Pittsburgh

Strong Women, Strong Girls is seeking a part-time Communications and Special Events Intern to assist with the promotion and logistics of our annual fundraising event, Strong Awards, and other events. This position is primarily virtual, but may include some in person work (dependent on CDC Guidelines).

**Reports to:** Managing Director & Volunteer and Donor Engagement Manager

**Location:** Pittsburgh, Virtual

**Term:** 16 weeks, Summer 2021, 25-30 hours per week

### Knowledge, Skills, and Abilities

#### Required:

- An unwavering commitment to the mission of Strong Women, Strong Girls
- Firm grasp of social media platforms including Facebook, Instagram, and LinkedIn
- Highly developed skills in planning, organizing, and attention to detail.
- Excellent writing / grammar skills and strong verbal communication skills.
- Ability to multitask and prioritize with ease and adapt to a fast-paced work environment.
- Ability to execute tasks to completion with minimal supervision.
- Strong interpersonal and teamwork skills; ability to interact effectively with a wide range of people.
- Reliable Internet Access

#### Preferred:

- Experience using MS Office and Google Docs / Sheets / Drive.
- Experience using Adobe InDesign, Illustrator, and / or Canva
- Knowledge of Pittsburgh neighborhoods and local businesses and organizations

#### Core Responsibilities:

- Plan and execute social media campaigns to promote event(s)
- Conduct community outreach and coordinate logistics for online auction / raffle
- Support event logistics and communications for the Strong Leader program

### About the Organization

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. Strong Women, Strong Girls



provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

### **Applications**

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest and qualifications and a resume (in Word or PDF format).

Please [apply here](#) and send all materials to [awhalen@swsg.org](mailto:awhalen@swsg.org) with the subject line "Pittsburgh Internship."