



Communications Intern: Job Description

Job Title: Communications Intern
Reports To: Communications Director

Hours: Part-Time
Location: Springfield, MO (hybrid)

Position Summary

The Communications Intern supports the efforts of the Leadership Springfield team by assisting the Communications Director with newsletter content, website content updates, marketing materials, and other special projects as assigned.

Skills

- Critical thinker with the ability to research and communicate results.
- Able to work quickly and follow instructions while remaining professional.
- Knowledge of or willing to learn Leadership Springfield programs.
- Detail-oriented with excellent written communication skills.
- Model high standard of excellence and quality demonstrated by Leadership Springfield programs & mission.

Major Roles & Responsibilities

- Assist with writing for materials, including blog posts, e-newsletters/e-blasts, promotional materials, etc.
- Graphic design using Canva
- Email marketing analytics tracking
- Update website content
- Compile media clippings
- Other special projects

Organization Culture

Leadership Springfield's mission is to inspire, develop, and connect leaders to serve our community. As an organization, we run leadership programs for area professionals and students. We've got the flexibility you need in a hybrid work environment and the supportive & encouraging team energy you want! We have office space at efactory's Coworking at Brick City, where there is a floating workplace for our student interns. We are all about leadership development, giving you real-world experience and access to 3,000 alumni who are leaders in every field and industry to help you get potential job connections, and we know you'll learn, develop, and grow in your time with us.

Non-Discrimination Policy

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the 8 Company's Employees, volunteers, students and other individuals in the office to perform their job duties. The Company makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or Employees, volunteers, students and other individuals in the office, and the individual's past performance within the organization.