



**COMMUNICATIONS INTERNSHIP APPLICATION**

**Please submit resume and completed application to Katie Monson at [kmonson@cityofrefugeatl.org](mailto:kmonson@cityofrefugeatl.org)**

**Summer Intern Dates: June 2<sup>nd</sup>-July 31st**

## Communications Intern Job Description

### **What You Will Be Doing**

- Assist the Marketing Manager in planning and creating content for social media platforms
- Draft and edit blog posts, newsletters, and other written materials
- Update and maintain website content
- Gather and document stories from clients, partners, and staff for marketing use
- Help coordinate email marketing campaigns and audience segmentation
- Support media relations efforts
- Collaborate with cross-functional teams to ensure consistent branding and messaging
- Contribute to creative brainstorming sessions and support other marketing initiatives as needed

### **What You Bring**

- Strong written and verbal communication skills
- Familiarity with major social media platforms and digital marketing tools
- Enthusiasm for storytelling and sharing impactful narratives
- Excellent organizational skills and attention to detail
- Ability to meet deadlines and work in a fast-paced environment
- Willingness to learn new skills and adapt to changing priorities
- Passion for serving and uplifting communities through the mission of City of Refuge
- Comfortable working in a faith-based, Christian environment

### **Requirements**

- Completed freshman year of college

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NAME (first, middle, last): \_\_\_\_\_

GENDER: female    male            DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE: \_\_\_\_ - \_\_\_\_ - \_\_\_\_      EMAIL: \_\_\_\_\_

BEST FORM OF CONTACT:    phone    email

SCHOOL: \_\_\_\_\_      YEAR: \_\_\_\_\_

MAJOR: \_\_\_\_\_

HOUSING NEEDED?    Yes      No

DO YOU HAVE YOUR OWN TRANSPORTATION?    Yes      No

**In a few sentences, please answer the following questions.**

1. Why are you interested in interning with City of Refuge?
2. What value can you add to the team?
3. What experience do you have working with social media, email marketing, communications, etc.?
4. What experience do you have working with non-profits?
5. What would you like us to know about you?

We require background checks. Would there be any reason you could not complete this requirement?

Yes

No