



COMMUNICATIONS INTERN

The Imagine Bus Project engages and inspires incarcerated youth, and youth impacted by the juvenile justice system through arts education and community partnerships. We enable self-expression and self-sufficiency so that young people can successfully re-enter their communities and find a path to a fulfilling future.

The Imagine Bus Project is seeking a Communication Intern to assist with social media, public relations, monthly newsletters, and other communications.

Responsibilities:

Communications

- Support TIBP's Social Media plan with TIBP staff
- Research best practices in social networking, email marketing, and other media
- Contribute to and co-manage Social Media networks and content
- Assist with content, layout and research of monthly e-newsletter
- Assist with and update press outreach contacts and communications (online, print, radio)
- Support mailings (printing, stuffing)
- Design postcards and collateral for exhibitions and events

Qualifications

- Education: Bachelor's degree
- Experience: Interest or studies in communications, social media, visual arts, arts education, arts administration or nonprofit management. Prior communications or administrative support and experience in a nonprofit, education or cultural environment a plus.
- Skills/Knowledge/Ability: Candidate must be self-motivated to succeed. Must have excellent research, writing and organizational skills. Design experience in Adobe CS5 highly desirable.

Job Requirements

- Ability to commit to at least one day (5 hours) per week for three months. Office hours are Monday-Friday, 9 am-5 pm.

To apply: send resume and cover letter expressing interest to info@imaginebusproject.org