

Communications Intern

Advance Vermont is a collective impact organization whose mission is to grow the number of Vermonters with postsecondary credentials, increase equity in educational attainment, and strengthen connections among education, training, and employment so that everyone can shape and share Vermont's prosperity.

We are looking for a fall semester intern who is excited about using communication to help Vermonters make informed choices about their education and career pathways, convey important ideas, and contribute to statewide change.

The internship offers a salary of \$17 an hour, and the intern should expect to work 8-12 hours a week, with an option for more depending on Advance Vermont's needs and your availability. The internship is primarily remote, with the possibility for some in-person work in our Winooski-based office.

Essential duties will include writing for MyFutureVT.org, planning and crafting social media posts, and supporting other external communications efforts. Strong candidates are those who enjoy communicating through a variety of platforms, have excellent written and spoken communication skills, and the ability to convey big ideas to a diverse group of constituents.

Potential responsibilities include:

- Writing blog posts, success stories, and other site content on [MyFutureVT.org](https://www.myfuturevt.org), the state's free online one-stop resource for career and education seekers.
- Contributing to social media by writing posts, creating graphics, and maintaining our channels.
- Reaching out to organizations or contacts to interview them for communications pieces.
- Creating educational career-focused content in the form of blog posts or short videos.

Desired skills and experience:

- **Curious:** You like to ask questions, dig into the details, and figure out how things work. You are excited to learn new things and take advantage of opportunities to be creative.
- **Collaborative:** You lead with empathy, give others the benefit of the doubt, and enjoy being a team player.
- **Flexible:** You are ready to jump in to help move a project across the finish line, and are okay with putting projects down and picking them back up as priorities change.
- **Skilled Communicator:** You like thinking about the best ways to communicate ideas and bring people together. You are comfortable using most social media platforms and expressing yourself through writing. You are attentive to detail. You are willing to reach out and talk to new people.
- **Engaged:** You are responsive and have the time and interest needed to dedicate yourself to an internship. You are self-motivated, and know what support you need from a supervisor to be successful.

To apply:

Please submit a resume and cover letter in [Handshake](#), if your school uses the Handshake platform. If not, you can email your resume and cover letter as attachments to Marilyn Tagliavia at tagliavia@advancevermont.org. Your cover letter does not have to look like a traditional cover letter, but we would like you to answer the following questions in the document:

- Why are you interested in working with Advance Vermont?
- What do you hope to learn from your internship experience?
- How would your skills or past experiences help you do this job well?

We look forward to hearing from you!