



An award-winning EL Education school in Washington, DC

Social Media and Communications Intern for SY2020-2021

Capital City Public Charter School is looking for a talented and motivated Social Media & Communications Intern to support our growing communications needs, particularly while our school is engaged in distance learning. The intern will work closely with all members of our communications team, including our Director of Communications, and report to the Development & Communications Manager. This is an ideal position for someone interested in learning from experienced professionals in the fields of social media, communications, marketing, and education. This will be a virtual, part-time, stipend position.

This role is an internship position starting August-November 2020 with anticipated 25 hour work weeks.

Why work at Capital City?

- **Work hard and achieve results, together!** At Capital City, staff members work on collaborative teams that grapple with challenges, celebrate successes, and support and learn from one another.
- **Diversity, equity, and inclusion aren't just buzzwords.** We believe the diversity of our staff and the students we serve is our greatest asset. We take seriously the responsibility to achieve equity for our students and build a culture where staff engage in dialogue about race and work to build an inclusive culture.

A Social Media and Communications Intern at Capital City

- Supports external and internal communications projects for a diverse audience
- Assists with planning and executing our communications strategy
- Collects and generates social media content about our PreK-12th grade school to share across social media platforms (Instagram, Facebook, and Twitter)
- Drafts content for newsletters including weekly communications for families through MailChimp
- Collects stories and testimonials about our distance learning program from stakeholders (families, students, teachers, administrators, community partners, donors) for marketing materials
- Drafts blogs posts highlighting the innovativeness and strength of our PreK-12th grade program
- Maintains photo archives for the organization
- Assists with recording and editing videos
- Attends team calls and virtual meetings as needed
- Other tasks can be discussed based on individual skills and interests

Desired Qualifications:

- At least two years of college or university experience
- Education or work experience in journalism, communications, marketing, education or related fields preferred
- Experience managing public social media accounts for organizations or groups
- Demonstrated abilities and skills in researching and processing information from a broad range of sources
- Excellent attention to detail, ability to multi-task and take initiative
- Excellent written and verbal communication skills
- Strong commitment to equity and inclusion and ensuring that diverse voices are uplifted
- Proficient in Google Drive tools
- Bilingual Spanish speaker preferred

In addition to the above requirements, staff members must meet the requirements of all hires at Capital City including a criminal background check.

To Apply

Email your resume and letter of interest to capitalcityjobs@ccpcs.org. Please include the position title and/or grade level in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School

Capital City was founded in 2000 and currently serves a diverse population of nearly 1,000 students across PK-12th grade. We have been recognized as a model for social, emotional and academic development. Our program emphasizes a commitment to diversity and equity, a strong inclusion model and the integration of arts into the curriculum. We are a credentialed EL Education Mentor School (<https://eleducation.org/>) in the national network of over 150 schools. Through this model, teachers craft long-term learning expeditions that connect learning to the real-world and incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Learn more at www.ccpcs.org.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.