



Internship Opportunity Communications Intern

About Us

The Spanish Education Development (SED) Center was founded in 1971 when a group of community leaders and parents joined together to establish daycare services for their children. Today, the SED Center provides bilingual daycare and preschool programs for children ages three months to four years old and a high quality adult education program that includes English for Speakers of Other Languages (ESOL), computer training, and GED classes. For over 40 years, the SED Center has helped families take full advantage of all the social, educational, and economic opportunities available to them.

Job Summary

The SED Center is seeking a talented Communication Intern to join our team for at least 10 hours a week. We are in the midst of building a robust communications program that will increase and diversify our funding base. The Communications Intern will assist the Director of Development in all aspects of communications.

Responsibilities

The duties of the Communications Intern will include, but are not limited to:

- Help build the SED Center's social media presence on Facebook and Twitter
- Write and create content for the SED Center's new website in both English and Spanish
- Assist with the creation of marketing materials including brochures and information packets for potential funders
- Help create an email newsletter for SED Center constituents

Skills

The Director of Development will provide all the necessary training to complete the above tasks. However, candidates with the following skills will receive greater consideration:

- Proficient in Spanish
- Excellent writing, editing, and verbal communications skills
- Website design, graphic design, and desktop publishing
- Prior experience with fundraising and/or social media

Benefits

This is an unpaid internship, but may be eligible for programs that provide academic credit. This is an excellent opportunity for a student who wants to gain knowledge and experience in nonprofit fundraising, communications, and management.

To Apply

Please send a resume and cover letter to Juan S. Roa at Juanroa@sedcenter.org with "Communications Intern" in the subject line.

4110 Kansas Ave. NW | Washington, DC 20011
p: 202.722.4404 | f: 202.722.8824
www.sedcenter.org