



Quixote Center
Come Dream With Us

Quixote Center - Internship Program

Title: Communications Intern

Period: Summer/Fall - 9 weeks

Start Date: Immediately

Who we are

The Quixote Center is a progressive faith-based, social justice organization founded in 1976. We stand in solidarity and friendship with those who seek to improve the lives of the very poor, and provide guidance, technical assistance, and funding to support their work and allow their movements and programs to mature and take hold. We currently have two international programs that take place in Haiti (Haiti Reborn) and Nicaragua (Quest for Peace) and our domestic program Catholic Speaks Out, which aims to organize Catholic voices to inject the values embodied in Catholic social justice teaching into current discussions of social issues.

What we're looking for

The Quixote Center is a small nonprofit organization that works to strive for goals that seem impossible. We work hard in a relaxed, open-minded environment, and we are looking for someone who can do the same.

The communications intern will be working closely with the communications associate and other various staff members to write articles, expand our social media outlet, and assist with donor mailings. S/he needs to be able to work in a creative environment and be highly organized. S/he will hone communication skills by writing compelling articles and gain a better understanding of how nonprofits interact with and retain donors.

Responsibilities

- Write articles for our website
- Assist with the expansion of our social media
- Attend staff meetings
- Post related program/ social justice issues on our social media accounts
- Assist with e-blasts
- Assist with the mailing of appeal and thank you letters

Qualifications

- Interest in the Nonprofit Sector
- Bachelors degree or currently pursuing a Bachelors degree in International Relations, Public Relations, Nonprofit Management or a related field
- Excellent Writing Skills
- Social Media Techie
- Proficiency in Spanish and/or Creole (Desirable but not necessary)
- Proficiency in MS Word and Excel
- Highly Organized
- Strong Attention to Detail
- Open-mindedness
- Self-Motivated
- Team-Oriented

Schedule and Compensation

S/he will need to be in the office 3 days a week for a total of 15 hours; days can vary. A transportation stipend will be provided. We are easily accessible by bus (located right off of Baltimore Ave/ Route 1) and by train. College Park metro station (green line) is an 11 minute walk from our office.

How To Apply

To apply, please send your resume and a cover letter to Mfon Edet at mfon@quixote.org. No phone calls.