



Job Title: Strategic Engagement and Communications Summer Intern

Department: Communications
Reports To: Director of Communications
Status: Part-Time; 25-35 hours per week (Summer)

About the Endowment

The Endowment's mission is to improve the health, education, safety, and economic opportunity of every person in New Hanover County.

Position Summary

The Strategic Engagement & Communications Intern supports engagement and communications efforts by assisting with content development, storytelling, digital communications, and community-facing activities. This internship delivers hands-on experience in mission-driven communications, content creation, and nonprofit operations. This is an hourly paid position.

Aligned Majors / Areas of Study

Communications, Marketing, Public Relations, Journalism, English, Graphic Design, Digital Media, Nonprofit Management, Public Policy, or related fields (undergraduate or graduate)

Essential Duties & Responsibilities

- Support content creation for social media, newsletters, and The Endowment website
- Assist with drafting press releases, blog posts, and storytelling pieces
- Provide on-site support at events, as needed, including content capture (photos, short videos, quotes, notes)
- Develop graphics and visual assets for digital and print use
- Update and organize digital assets, media archives, and project documentation
- Assist with maintaining content calendars and coordinating deadlines
- Participate in brainstorming and planning sessions related to communications and engagement
- Take part in formal and informal learning opportunities
- Other duties as assigned in support of strategic engagement and communications goals

Qualifications

- Strong written and verbal communication skills with high attention to detail
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines
- Collaborative mindset with an eagerness to learn in a fast-paced environment
- Comfort capturing on-site content at events or interviewing community partners

- Interest in storytelling, community engagement, and mission-driven communications
- Prior experience in content creation, with basic graphic design skills and familiarity with multimedia tools (e.g., Canva, Adobe Creative Suite, WordPress, basic video/photo editing) preferred

Requirements

- Current undergraduate student preferred
- Availability between 9am and 5pm on weekdays. Occasional night and weekend hours may be requested.
- Summer: This is a 10 consecutive week internship during the summer months (May – August)
- Reliable transportation for occasional alternate-site work and events

To Apply

- Send your resume to careers@theendowment.org and add “Summer Internship” to the RE line. The position will be posted until April 3rd.
- Please also include a portfolio or samples of your relevant work (graphic design, social media, newsletter content, writing content, etc.) with your email.