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Wellspring Philanthropic Fund Communications Internship 2019

Job Summary

Wellspring Philanthropic Fund (WPF) seeks a communications intern to assist with various tasks and projects related to internal and external communications. The Communications Intern will report to and work under the direction of, and in close collaboration with, the Director of Communications.

Wellspring Philanthropic Fund Internship Program is intended to provide significant practical training and experience in the areas of philanthropy, social justice and human rights. The internship offers an opportunity to become an integral member of an operations team supporting programmatic and grantmaking activities in human rights and social justice. Wellspring Philanthropic Fund will provide opportunities for learning and exposure to the operations side of philanthropy.

Communications at Wellspring

WPF's newly established communications department is responsible for setting the strategy and direction for all internal and external communications that support the executive leadership and grantmaking program staff. This is an opportunity to be involved with helping to develop a communications unit. Communications work includes, but is not limited to, drafting program grantee and donor communications materials (e.g., newsletters, emails, etc.), developing talking points and messaging, style guides and communications protocols, conducting message training, communications plans and monitoring social media.

Responsibilities:

Responsibilities for the communications intern may include the following:

- Help draft press materials and internal documents.
- Assist with planning and preparing talking points and presentation materials as needed.
- Support event logistics and planning.
- Monitor the internet and social media channels for positive and negative stories about WPF.
- Help develop internal editorial style guide for consistency.
- Ensure quality and consistent style and branding of content in print and on the website with strong copyediting and proofreading.
- Gather information and produce communications-related projects as assigned by the Director of Communications and in support of programs and executive team.
- Help develop internal communications strategy.
- Help plan and organize meetings and conference calls as needed.
- Perform administrative tasks as requested (e.g., notetaking, file organizing).

Qualifications:

- Undergraduate or graduate students pursuing a relevant field preferred (e.g., journalism, communications, marketing)
- One or two years of communications/journalism experience in a professional office environment preferred
- Keen attention to detail and strong organizational and project management skills
- Excellent English-language written and verbal communication skills
- Understanding of AP Stylebook and/or Chicago Manual of Style
- Proven ability to carry out a project
- Ability to handle confidential information with complete discretion
- High level of comfort with MS Office Suite programs and knowledge of Adobe Creative suite
- Familiarity with, and commitment to, human rights and social justice issues.
- Understands and values social justice — including racial and gender equity as an organizational operating principle — and is committed to continued learning on issues related to race, gender, equity, diversity and inclusion.
- An unlimited desire and excitement to learn

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Compensation and Benefits

- Hourly position (\$18/hour)
- Flexible time schedule
- Develop and strengthen personal and professional skills in a workplace committed to the advancement of human rights.
- Acquire deeper understanding of the role philanthropic organizations play in promoting and advancing social justice and human rights
- Participate in weekly lunch series featuring Wellspring staff and expert outside speakers;
- opportunities to network with leading foundation staff through meetings, affinity group conferences, and events with other interns.

About Wellspring Philanthropic Fund

Wellspring Philanthropic Fund is a private grantmaking foundation with offices in New York, NY and Washington, DC. Wellspring is dedicated to advancing the realization of human rights and social and economic justice for all people. Our work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential and should be accountable to these ends.

- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment).

HOW TO APPLY:

Applications should demonstrate strong writing ability and communication skills.

- ✓ Send an e-mail to internship@wpfund.org with "Winter 2020 Intern, Communications" in the subject line, and attach the following documents:
 - A **cover letter** outlining your interest in this role and your expected weekly availability January-April;
 - A **resume** that includes contact information for one academic or professional reference
 - One writing sample of no more than three (3) pages (e.g., academic work, essay, news article, brief research paper)
- ✓ This paid internship is part-time (10-35 hours/week), located in our Times Square office in New York City, and is expected to run from January-April, with the possibility for an extension.
- ✓ Offer will be contingent upon a background check.
- ✓ No phone calls, please.

NOTE: At this time our preference is that applicants have work authorization to work in the United States. If you need sponsorship, please let us know in your cover letter.

Complete applications must be received by **November 25th, 2019.**