

**Title:** Communications & Marketing Intern  
**Reports To:** Communications Coordinator  
**Classification:** Intern



At Girls on the Run of Northern Virginia, our mission is to inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Girls on the Run of Northern Virginia advocates and delivers physical activity-based, positive youth development programs (PA-PYD) for pre-adolescent and adolescent girls in Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the Cities of Alexandria, Falls Church, Manassas, and Manassas Park.

**Purpose of Position:**

As a Communications and Marketing Intern (CMI) for Girls on the Run of Northern Virginia, you will be asked to complete a variety of cross-functional tasks. This individual will work in partnership with the Communications Coordinator to help design and execute a communications and marketing plan for the organization's 25th anniversary.

The CMI will work closely with the Communications Coordinator to create and deliver branded communications and marketing materials that align with GOTR NOVA's strategic priorities and celebrate its accomplishments over 25 years. The responsibilities of the CMI require a high degree of organizational capacity and creativity. This is an unpaid internship, but interns will receive a small stipend for their participation.

**Areas of Responsibility:**

***Communications***

- Support design and implementation of social media and email campaigns
- Analyze campaign performance

***Event Planning***

- Support staff with 25th-anniversary event planning
- Support staff with communications surrounding the fall 2024 events

***Other***

- Assist in additional communications and marketing development, management, and planning tasks as needed

**Qualifications:**

***Required***

- Organized, creative, and flexible
- Ability to recognize and prioritize time-sensitive assignments
- Strong written and verbal communication skills
- Graphic design knowledge and experience

***Desired***

- Background in Communication, Education, Social Work, Nonprofit Management, or other related discipline
- Proficient in or a desire to learn Google Drive, Microsoft Office, Canva, and Mac products
- Spanish language proficiency is a plus

**Suggested Schedule:**

Interns are suggested to work 12 to 20 hours per week, generally between 10:00 a.m. - 5:00 p.m. Mondays-Thursdays (with some evening and weekend availability requested). The summer internship runs from Mid-May through Early-August.

**To Apply:**

Please send a cover letter and resume to Sammy Carr at [scarr@gotrnova.org](mailto:scarr@gotrnova.org).

Girls on the Run of NOVA  
Communication & Marketing Intern Description – Updated April 2024