



Ronald McDonald House Charities of Central Texas

Position:	Communications Intern
Stipend:	Unpaid Internship
Dates of Position:	3 month minimum – 6 months maximum
Time Commitment:	4-8 hours per week; flexible
Supervisor:	Tina Snider, Director of Communications

Job Purpose:

Assist the Director of Communications and the Communications Coordinator with online and offline communications strategies including social media planning, collateral development and website maintenance.

Duties:

- Assist in marketing communication projects to advance RMHC CTX brand
- Assist in managing and drafting social media editorial to promote RMHC CTX brand
- Research, analyze and report RMHC CTX analytics and social media metrics
- Identify ways to cross promote and share relevant information within social media platforms
- Assist Development Team with communications support for special events
- Assists with additional responsibilities as requested

Skills and Experience:

- Proficient written and verbal communication skills
- Proficiency in Microsoft programs specifically Excel, Word and PowerPoint
- Basic knowledge of web platforms
- Excellent organizational skills and attention to detail
- Ability to manage multiple activities at one time in a fast-paced work environment

Please submit your cover letter and resume to:

Tina Snider, Director of Communications, tsnider@rmhc-ctx.org
RMHC Central Texas | 1315 Barbara Jordan Blvd. Austin, Texas 78723 | 512.628.5935