



Communications Internship Posting

National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Communications Intern to assist the Communications Department during the summer . Interns will gain experience with multi-channel communications as part of the full-scale public relations campaign surrounding a local, national, and internationally renowned event.

Company Description

The National Cherry Blossom Festival, Inc. is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Job Description

Assignments can include but are not limited to:

- Develop and maintaining photo database
- Scan and categorize historical documents and photos
- Creating PowerPoint presentations for events as needed
- Drafting website content
- Assist with the Communications Manager with developing production schedules
- Drafting social media content
- Creating and maintaining media lists
- Assisting with media monitoring

Time Requirements:

- 2-3 days per week (Hours and schedule to be determined in consultation Communications Team)
- June through August

Benefits

Gain experience in all aspects of public communications, social media, and media relations. National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. A transportation stipend is available if needed.

Qualifications

The successful candidate will have excellent written and verbal communication skills (knowledge of AP Style preferred) and attention to detail, and be able to work independently and complete projects in a timely fashion. Adobe Creative Suite and media monitoring software knowledge preferred but not required.

Application Instructions

Please send a cover letter and resume to JoAnn Nasser, Director of Operations, at jnasser@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.