

# Communications & Events Intern End Slavery Tennessee (ESTN)

## AGENCY DESCRIPTION:

ESTN is a faith-based, not-for-profit organization. Adopted by ESTN at its founding, the Mission, Vision and Values describe who we are and the beliefs which animate our actions. Compulsory agreement with this statement is not a condition of employment. We hire and appoint persons who are committed to our mission to promote healing of human trafficking survivors in an environment of faith and spirituality to restore hope and a lifetime of community. The mission of End Slavery Tennessee is to nurture survivor healing and strategically combat human trafficking in Tennessee. We are an agency focused on professional excellence. The work environment will focus around an inclusive team - all working towards the mission, value and vision of the organization.

REPORTS TO: Senior Communications & Events Specialist

## POSITION SUMMARY:

The Communications & Event Intern works closely with the Senior Communications & Events Specialist at ESTN to implement the agency's public information, marketing and fundraising events. The position will work closely with the development team to execute major fundraising events throughout the year. They will also work with the Senior Communications & Event Specialist to devise a marketing and communication strategy for the agency with the stated goal of furthering the agency's mission and vision.

## KEY RESPONSIBILITIES:

- Content creation for ESTN e-newsletters
- Web maintenance of [endslaverytn.org](http://endslaverytn.org)
- Assist in social media posting and development
- Support development team with various event planning and production needs
- Assist with design and distribution of printed materials (brochures, flyers, posters, etc.)
- Assist with print coordination and development of marketing collateral

## WORK ENVIRONMENT:

Work carried out primarily in an office setting with intermittent sitting, standing, walking and some light physical activity. Most work is performed while sitting and using the computer,



phone and engaged in face-to-face conversation with staff and/or clients. Some car travel and use of personal vehicle is required. The work expectations will include some work at the ESTN offices along with some work from home opportunities.

### **EDUCATION, EXPERIENCE AND SKILLS:**

#### **Required:**

- Excellent written and verbal communication skills
- Recent graduate or college student pursuing a degree in marketing, communications, graphic design or another related program strongly preferred
- Strong organizational skills
- Ability to prioritize assignments, meet deadlines and be flexible
- Able to maintain confidentiality, as required by law and in the best interest of survivors, donors and the organizations as a whole
- A desire to work in a fast-paced environment
- Strong computer skills, including proficiency in Microsoft Office
- Valid Tennessee driver's license, state-required driver's insurance and access to reliable personal transportation

#### **Preferred:**

- Experience with marketing and social media (Facebook, Twitter, Instagram, LinkedIn)
- Experience working with Canva, Buffer and email marketing platforms
- General knowledge about the issue of Human Trafficking and End Slavery Tennessee

### **ADDITIONAL REQUIREMENTS:**

1. A background check is required.
2. Initial drug screening is required.
3. COVID vaccine is not required for this position, but strongly recommend as the agency works with a high-risk population.

### **JOB TYPE:**

Part-time, unpaid internship, 15-20 hours per week (willing to work some evening and weekend hours, as needed). Some travel may be required.

### **CONTACT INFORMATION AND PROCEDURE:**

To apply for this internship, please submit a cover letter, resume and example of design work to [creed@endslaverytn.org](mailto:creed@endslaverytn.org) with your name and title of position you are applying for in the subject line. No phone calls accepted for this position.