	Company Name Pride Center of Maryland	Document No. PCOM/WD/01	
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Job Title: Communications Intern
Department: Programs
Reports To: Communications Manager

About the PCOM


The Pride Center of Maryland (PCOM) strives to be a catalyst for uniting and empowering sexual and gender minorities (SGM) in Baltimore and Central Maryland and advocate for a better quality of life for the entire community.

Position Description and Duties

Under supervision of the Communications Manager, the Communications Specialist is responsible for executing effective communication strategies on behalf of The Baltimore Pride Center of Maryland, by promoting Center. We offer over 30 programs and services that reflect our dedication to ensuring Maryland's sexual and gender minority community have equal access to care, services, and a space where they can be their authentic selves. The Specialist will work, coordinate and execute activities, messaging, campaigns, and communication strategies.

Communications Intern duties include the following:

- Coordinates center communications with the communications operation;
- Interprets the Director's vision, conceptualize corresponding projects, and communicate to the SGM community;
- Produces high-quality written communication pieces for the center incorporating graphic designs consistent with the center's expectations;
- Designs and produces graphic assets across a variety of platforms such as social media, presentations, and web communications efforts;
- Works with the Communications Manager to establish and execute an annual communications strategy;
- Stays current with events and news to determine trends for the center's communications;
- Help develop and manage the Department's web content;
- Helps coordinate and write the centers newsletter;
- Utilizes social media tools to expand marketing and outreach;
- Collects and promotes success stories from across the agency through social media, videos;
- Utilizes expertise to support the Communications Department and projects;
- Other duties as assigned

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Experience & Qualifications

- Ability to effectively produce communications through news features, newsletters, blogs, marketing brochures, web copy and other outreach materials;
- Ability to synthesize complex ideas into clear, simple messages;
- Ability to develop and determine appropriate messages for specific audiences (SGM Community, program partners, etc.);
- Experience and knowledge in copywriting, proofreading and editing;
- Expertise incorporating graphic design into written materials;
- Ability to see a project through from concept to delivery with nominal direction while adhering to an approval process;
- Ability to build interdepartmental and interagency partnerships;
- Outstanding organizational and time-management skills;