

POSITION TITLE: Part-time Communications Fellow
(Course/Internship Credit Available)

REPORTS TO: Director of Communications

FELLOWSHIP TERMS: 2022: Aug-Oct; Nov-Jan;
2023: Feb-April; May-July

JOB SUMMARY: The MSH agency Communications Fellow role is varied, fast-paced, and impactful. Fellows will be tasked with responsibilities depending on their fields of study, areas of interest, and availability. Fellows will report to the Director of Communications and function as a critical extension of our internal and external agency communications program. Students and recent graduates encouraged to apply!

THE AGENCY

Compassion. Collaboration. Community.

The My Sister's House team is united by a shared commitment to our mission – to break the cycle of domestic violence by providing comprehensive support, services, and education to our clients and community. With over forty years of experience serving the Tri-Counties, our team recognizes the importance of working cross-functionally to ensure that we deliver expert, compassionate support to each and every one of the clients we serve.

Our leadership endeavors to foster a collaborative environment where ideas are welcomed from every team member, success is a group effort, and everyone on staff feels comfortable looking to one another for creative solutions to challenges, large and small.

We're proud of the positive energy every team member contributes to our agency. Our colleagues truly care for one another, and eagerly welcome new additions with open hearts.

THE FELLOW ROLE

Sample assignments will depend on areas of interest and experience. Much of the communications work is collaborative with all agency departments and the Communications Fellow will have the opportunity to partner with our Development and Education teams. Assignments may include:

- **Graphic Design** (eg. image assets, event collateral, campaign materials, stakeholder communications, social media graphics)
- **Photography** (eg. volunteer trainings, events, community outreach)
- **Copywriting & Copy Editing** (newsletter, press release, news clips coverage reports, campaign decks, etc)
- **Website design, USEX, and site updates**
- **Campaign Strategy** (brainstorming, deck creation, tactical execution, measurement and optimization)
- **Event Support** (eg. Run-of-show planning, vendor communication, site set-up, print collateral production, volunteer engagement, etc)

THE FINE PRINT

The Communications Fellow role is **not** a full-time, permanent position. **It is part-time** and is structured similar to an internship, with the below specifics:

- **Hours:** Part-time, flexible (10-15 hrs/wk; quarterly 3-month term with opportunity for extension depending on performance)
- **Compensation:** stipend to be discussed during interview and course/internship credit available depending on program requirements
- **Letter of Reference:** Fellows will be provided with a professional letter of reference detailing their contributions, accomplishments, and competencies of note upon completion of their fellowship term.
- **Portfolio:** Fellows will be provided with a professional digital and printed portfolio of their creative output, written materials, and other content they produce and/or contribute to throughout their term.

TO APPLY

Submit current resume, email detailing interest and availability, and 2 recent writing samples to Maryn Goolsby Favors, Director of Communications, at Maryn@mysistershouse.com.

The Fellowship role is accepting applicants as long as the role description is posted on the MSH careers page. Offers may be extended for future terms, scheduled up to 3 months in advance.