



Type of Internship: Communications/Policy Intern

Equality Virginia is the statewide advocacy organization seeking equality for lesbian, gay, bisexual, and transgender Virginians. EV believes in creating a Virginia that is a safe, welcoming, and equal place for LGBT individuals and their families to live, work, and play.

Intern Responsibilities:

Our intern will assist in various communications and policy related projects including the following:

- Assist in planning, writing and managing correspondence with EV supporters
- Draft, distribute and pitch news releases, media alerts and other stories
- Assist with updating and managing press contact list
- Monitor LGBT news in Virginia
- Update website using WordPress
- Work with staff to create social media campaigns; maintain and update social media pages
- Assist staff coordinate events and outreach
- Other duties, as assigned

Intern Qualifications:

- Basic knowledge in MS Office and knowledge in social media platforms including Facebook and Twitter
- Ability to communicate in a professional manner with press and community contacts
- Be able to work as part of small and dedicated team
- Have excellent time management skills, good work ethic, and strong verbal and written communications skills
- Enthusiasm for the mission of Equality Virginia

Other: This internship is offered for university credit.

Contact: Carrie Myatt, Assistant to the Executive Director, Equality Virginia, P.O. Box 17860, Richmond, VA 23226. [804-643-4816](tel:804-643-4816); cmyatt@equalityvirginia.org

Apply! Please send a resume and short cover letter explaining why you seek this internship to Carrie Myatt; cmyatt@equalityvirginia.org