



**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 in coordinating 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:** Vee Lamneck, Deputy Director, Equality Virginia, P.O. Box 17860, Richmond, VA 23226. [804-643-4816](tel:804-643-4816); [cmyatt@equalityvirginia.org](mailto:cmyatt@equalityvirginia.org)

**Apply!** Please send a resume and short cover letter explaining why you seek this internship to Vee Lamneck; [vlamneck@equalityvirginia.org](mailto:vlamneck@equalityvirginia.org)