



## Communications Intern

Position Status:	Part-time/ Internship
Position Location:	Washington, D.C.
Travel:	Some local travel may be necessary
Reports to:	Executive Director

*Credential Engine is an equal opportunity employer. Women and people of color are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

### Who we are

Credential Engine is a non-profit whose mission is to create credential transparency, reveal the credential marketplace, increase credential literacy, and empower everyone to make more informed decisions about credentials and their value. [www.credentialengine.org](http://www.credentialengine.org)

### What We Do

Credential Engine provides a suite of web-based services that creates for the first time a centralized Credential Registry to house up-to-date information about all credentials, a common description language to enable credential comparability, and a platform to support customized applications to search and retrieve information about credentials.

### Description

As the Communications Intern, you will be involved with all aspects of the communications agenda. You'll get substantive and meaningful communications experience at a busy and growing non-profit.

You'll research, organize, format, and write content to illustrate Credential Engine's work, our technologies, our outreach efforts, and our partnerships.

The ideal candidate is a great writer and storyteller, an effective researcher, and a creative communicator. You must excel in written and verbal communication, be social media-savvy, comfortable inside a website, and able to manage a complex assignment from start to end. You should be a detail-oriented person, a self-starter, and an adept project juggler. Graphic design experience is a plus.

Success in this role is defined by your ability to help our team create and push out communications that highlight and describe Credential Engine and our mission.

This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities and skills.

## Responsibilities

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Assist with organizing and researching communications information to better utilize and illustrate our partnerships
- Support maintenance of social media channels
- Assist with drafting of stories, press releases, presentations, and fact sheets for distribution
- Assist communications manager with online research to illustrate our partnership stories
- Support website maintenance and growth

## Qualifications

Pursuing a graduate degree in the field of Communications is preferred. Highly qualified undergraduates in their junior or senior year majoring in journalism, communications, or public relations will be considered.

- Exceptional writing, editing and proofreading skills, including a commitment to good grammar and fact checking, and the ability to adapt to brand guidelines and style guides.
- Experience writing in multiple styles (ex: conveying similar information in a press release, fact sheet, and on social).
- Able to work both independently and as part of a team.
- Experience with or an interest in messaging design and deployment.
- Willingness to do what it takes to produce a product or event, even if there are less-than-exciting tasks involved.
- Solid experience using Microsoft Word, Excel, PowerPoint and Outlook; familiarity with Adobe Acrobat and Illustrator is a plus.
- Commitment to the mission, goals and values of Credential Engine.
- Fluent in English (spoken and written).

## Hours and Compensation

We are seeking a person who can work a minimum of 20 hours per week through as much of the first half of 2019 as possible.

This is a paid internship at \$15/hour and will be structured as an independent contractor.

Class credit can be provided in coordination with faculty.

## Application

To apply for this position, please submit a resume and cover letter to [resumes@credentialengine.org](mailto:resumes@credentialengine.org) with "Communications Intern-2019" in the subject line. **Please submit by November 21, 2018.**



To learn more, please visit [www.credentialengine.org](http://www.credentialengine.org) or contact [info@credentialengine.org](mailto:info@credentialengine.org)

Last Updated 10/22/18