Job Posting for *Intern – Communications*

The National Association for Latino Community Asset Builders (NALCAB) represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies. NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network, hosts a national conference and implements a training institute focused on culturally and linguistically relevant asset building services.

**Summary**

NALCAB seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a nationally well-known community based nonprofit organization.

**Essential Duties and Responsibilities**

Including, but not limited to, the following:

- Update and maintain NALCAB’s social media presence, including scheduling Facebook, Instagram, LinkedIn & Twitter updates;
- Assist in planning, writing and managing monthly e-newsletter;
- Designing flyers, graphics, and other marketing materials for major events hosted by NALCAB;
- Update the NALCAB website when needed (WordPress);
- Collaborate with staff on new ideas, events & membership;
- Draft and design National Training event signage and event program;
- Assist with special events, including the National Training (Oct.);
- Assist in gathering speaker photos, bios and presentations for National Training;
- Other duties as assigned.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Firm grasp of available tools and platforms in the social media space;
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations);
- Previous internship or related experience in marketing or communications is a plus;
• Must be computer literate (Word, PowerPoint, Excel);
• Proficiency in Adobe InDesign, Illustrator and Photoshop is highly desired. Knowledge of HTML, CSS and graphic design is a plus;
• An effective communicator, both written and oral;
• Ability to communicate in a professional manner with press and community contacts;
• Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines;
• Enthusiasm for the mission of NALCAB and the organizations we serve.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• 2 years' experience in communications & marketing;
• High School diploma, Bachelor's degree preferred;
• Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership and NALCAB members;
• Extensive successful writing and editing experiences with a variety of print and online communications media;
• Demonstrated skill and comfort in graphic design, social media, and website design

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position primarily performs its duties indoors and is exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demand
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools of controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and
analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.

**Position Type**
Part – Time

**Compensation**
$15 hour/20 hours per week

**Location of Employment**
San Antonio, Texas

**To Apply**
To respond to this opportunity, please email resume to:

- [jobs@nalcab.org](mailto:jobs@nalcab.org)
  Please add *Intern - Communications* in the subject line.

NALCAB is an equal opportunity employer.