

EAST NASHVILLE HOPE EXCHANGE COMMUNICATIONS INTERNSHIP

Organization Information

Organization: East Nashville Hope Exchange

Category: Literacy Nonprofit

Mission: To strengthen the literacy of at-risk children in East Nashville.

Address: 419 Woodland Street, Nashville, TN 37206

Website: www.enhopeexchange.org

Facebook: www.facebook.com/EastNashvilleHopeExchange

Twitter: [@EastNHE](https://twitter.com/EastNHE)

Position Information

Internship: Communications Intern

Hours/Week: 5-10+; Unpaid. This position has potential to be mostly remote.

Description: East Nashville Hope Exchange seeks a motivated and creative person to:

- Draft social media content and maintain social media accounts
- Draft and edit monthly and quarterly newsletters, blogs, press releases, and assorted communications pieces
- Draft website content and manage website
- Distribute press releases to local media
- Research and update local media list, which includes television, radio and print contacts
- Assist in various communications functions as assigned

The successful candidate will possess strong written and verbal communication skills and will be able to interact with a diverse audience base.

Experience: Experience in social media management and analytics for various platforms (Facebook, Twitter, Instagram, YouTube, and LinkedIn), online communications and email distribution services, and website management is preferred. A strong interest in helping East Nashville Hope Exchange increase its visibility and further its mission through social media is required.

Application Instructions

To apply, email a current resume and letter of interest to Executive Director Brandy Fenderson at brandy.fenderson@enhopeexchange.org.