

Contact: Sean Kelleher
2nd Vice President
Saratoga County History Center
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518-698-3210



Position Title: **Membership and Community Engagement Communications Intern**
Reports to 2nd Vice President for Membership and Community Engagement
Location: Ballston Spa or Virtual

Summary Description

The SCHC Membership and Community Engagement Communications Internship position includes assisting the Membership team in all internal and external communications activities. Tasks may include, but are not limited to, making updates to the newsletter and website, drafting and scheduling social media posts, building and sending newsletters, minor graphic design, photo and video editing, and assisting with project management.

The intern will report directly to the 2nd Vice President for Membership and Community Engagement

Specific responsibilities may include:

- Support the Member's Communications team in keeping the organization's newsletters and web-based platforms (e.g., websites, blogs, and social media) up to date
- Assist with optimizing content and engaging audiences strategically for SCHC's community engagement
- Contribute to writing projects such as guest articles and blog posts
- Support weekly, monthly, and yearly communications campaigns, including email, social media and website posts.
- Support and develop social media ambassadors
- Assist staff with creating engaging videos, graphics, newsletters, and reports
- Support outreach initiatives to attract new audiences, including researching, writing, and copy editing
- Interview SCHC staff and volunteers to write questions and spotlight pieces
- Maintain, edit, and manage editorial calendars
- Run data analytics reports
- Preferred Qualifications:
 - Knowledge of Microsoft and Google programs (required)
 - Familiarity with online design tools, such as Canva
 - Experience with video editing software such as iMovie is a plus
 - A passion for and understanding of digital and social media channels and trends
 - Some experience with content tools such as WordPress or a similar system – bonus points for experience with various digital analytics or publishing tools

- The ability to work on multiple projects simultaneously, manage deadlines, and collaborate
- Solid writing, proofreading, and editing skills
- Availability for 15-20 hours per week (teleworking option available)

About SCHC

The Saratoga County History Center cares for documents, photographs, and objects related to the history of Saratoga County. Our mission is to inspire community memory by telling Saratoga County's story through interactive and engaging exhibits, publications, and programs.

Contact:

Send resume and brief cover letter detailing your qualifications and availability to sean@brooksidemuseum.org with the subject line of Communications Intern and your last name.

Program schedule:

SCHC runs a year-round internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May
- Summer internship will run from June to August
- Fall internship will run from September to December