



Communications Intern

Position Overview

Do you believe that a picture is worth 1000 words? Do you enjoy discovering new ways to visually grab an audience's attention? If so, then you may be the person for the job! We are looking for a Communications Intern who is able to translate the Sun Gate Foundation mission and goals into engaging and captivating visuals.

Internships are virtual and last three months or one full semester (exceptions can be made). The Communications Intern is asked to commit at least 10 hours a week. Hours offer some flexibility, depending on program and course requirements and organizational need. Course credit is available and all internships are unpaid.

Tasks and duties for the Communications Intern may include:

- Updating the SGF social media accounts regularly
- Creating flyers and other visuals (like infographics or contact information cards) for all SGF campaigns and initiatives
- Designing cover pages for our Annual Report and other publications
- Creating/updating a digital lookbook for the organization
- Assist with updating or changing the Sun Gate website
- Other administrative or supportive duties as assigned

Interns may also have the opportunity to take part in local events in the anti-trafficking community to network with leading professionals.

Communications Intern Requirements

- Knowledge of or interest in anti-human trafficking
- A desire to serve others through the work of SGF
- Strong proficiency in and understanding of social media
- At least 1 year experience with graphic design
- Demonstrated history of strong and reliable habits of communication
- Proficiency in Microsoft Office, especially Word and Excel
- Ability to take initiative and work independently
- Ability to think creatively and outside-the-box!
- Experience with website design is a plus

Internship Applications

To apply for an internship with Sun Gate Foundation, please submit the following information to Jocelyn Moore (email found on www.sun-gate.org):

- **Cover Letter:** State your goals for an internship with Sun Gate Foundation, and specifically answer each of the following questions:
 - What is your experience with the issues of human trafficking or non-profit management?
 - How would working with Sun Gate Foundation assist in the advancement of your professional career, and what do you hope to gain from your experience?
 - What relevant skills do you have?
- **Design Sample:** Please provide two (2) flyers, postcards, posters, social media designs, or other visuals that you have created in the past.
- **Resume or Curriculum Vitae (CV)**
- **Recommendation Letter:** Please include one professional or academic recommendation letter and the contact information for your reference

About Sun Gate Foundation

The Sun Gate Foundation is a 501(c)(3) nonprofit that is committed to providing survivors of human trafficking with meaningful educational opportunities. Visit www.sun-gate.org for more information.