Communications and Immigrant Advocacy Internship

The Welcome Project

Location: 530 Mystic Ave, Somerville (Hybrid Position)

Date(s) of Position: Summer 2024 and ongoing

Broad description of organization:

Somerville's leading immigrant organization, The Welcome Project builds collective power amongst immigrants to participate in and shape their community through programming that strengthens the capacity of immigrant youth, adults and families to advocate for themselves and influence schools, government, and other institutions. The Welcome Project builds immigrants’ power in Somerville through programming that strengthens their economic and educational capacity to participate in and shape their community for a better future.

Internship overview and specific role of intern:

- Build organization-wide communications calendar
- Create and send out periodic newsletters to supporters and partners with information about TWP milestones, community events, news affecting immigrant communities, and other updates of interest
- Draft mass emails for our supporter network to update them on new initiatives and/or fundraising drives
- Craft message copy and images, utilizing Canva when needed to create engaging graphic design work
- Increase social media presence and reach through campaigns and outreach
- Manage our Instagram, Facebook, and Linkedin accounts to keep our supporters and constituents informed of new events, programs, and news related to the immigrant community
- Assist the staff with publishing flyers and notices in local publications, such as the Somerville Times and Tufts student newspaper
- Manage updates for The Welcome Project website, hosted by Weebly
- Observe classes and programs to gather information and stories for communications and social media
- Complete other administrative tasks as assigned
Important necessary skills:

- Must have experience in social media or communications in a work setting
- Must be familiar with and/or interested in issues faced by and policies around new immigrants in the U.S.
- Must have the ability to work independently and efficiently in a hybrid environment that includes remote work days
- Language skills in Spanish, Portuguese, or Haitian Creole are not required but preferred

**Times/days of the week must be available (total of 10-15 hours):** Flexible schedule can be worked out after hiring

**Contact information:** Sara Lodgen, sara@welcomeproject.org