



Position: Communications Intern

Department: Ujima, Inc.

Location: Washington, DC

Reports to: Ujima Deputy Director

Compensation: Unpaid; for university or college credit only

Summary

Ujima, Inc: The National Center on Violence Against Women in the Black Community was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima Inc. was derived from the Kwanzaa Principle of “Ujima”, which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, will mobilize the Black community and allies to strengthen our families, recognizing the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., African-Americans (descendants of slaves in the U.S.), African, African immigrants, Afro-Caribbeans, and Afro-Latinx.

Professional Experience + Qualifications

Summer Requirements (June – August): Candidates must be available to work a minimum of 30 hours per week, in-office. Ujima, Inc. is flexible with school schedules.

Fall/Spring Requirements (September – April): Candidates must be available to work a minimum of 15-20 hours per week, in-office. Ujima, Inc. is flexible with school schedules.

- Must be an undergraduate or graduate student at an accredited college or university.
- Rising junior, senior or graduate student is preferred, but not required.
- Must have an interest and understanding of domestic violence, sexual violence and community violence in the Black community with some knowledge of institutional nuance.
- Strong writing and editing skills and oral communication skills.
- Ability to collaborate effectively with Ujima staff, outside agencies and consultants; ability to work in a team environment.
- Attention to detail along with excellent organizational, problem-solving, and time management skills.
- Proficiency in Microsoft Office Suite.
- Experience with social media platforms, Facebook, Instagram, and Twitter.
- Ability to schedule social media using platforms such as Hootsuite.
- Excellent research skills.
- Experience with uploading content to a website or blog a plus.
- Podcast experience preferred, not required.
- Previous work or internship experience a plus, but not required.



Key Responsibilities

- Assist with daily communications work and activities including: media relations, social media, digital, events, and broader communications.
- Write social media posts for multiple Ujima accounts, create graphics, and help manage social media accounts, including identifying influencers and monitoring engagement.
- Assist with drafting media content, including blog posts, press releases, and event recaps.
- Assist with adding content to the Ujima website, including event recaps and news clips.
- Support Ujima's program specialist with the planning and execution of monthly podcast.
- Monitor Ujimainfo@ujimacommunity.org email account.

How to Apply

To apply for this position, please submit your résumé and writing sample or project to ujimainfo@ujimacommunity.org. **Include the position title and location in your Subject Line.** Ujima, Inc., a project of the DC Coalition Against Domestic Violence is an Equal Opportunity Employer.

Thank you for your interest in career opportunities at Ujima, Inc.!

Deadline to apply: Ongoing

Updated on: Wednesday, May 8, 2019