



COMMUNICATIONS INTERNSHIP

ABOUT AIA SAN FRANCISCO

The American Institute for Architects, San Francisco chapter (AIASF) is a non-profit, member-serving organization promoting the architectural profession. We are committed to improving the quality of life in the Bay Area by promoting architecture and design. We further this goal through community involvement, education, advocacy, public outreach, member service, and professional excellence.

WHAT YOU'LL DO

AIASF, seeks a communications intern to assist with communications, graphic design, marketing, public relations. This position assists with creation, implementation and coordination of print, email, website and social media communications for AIASF. The position will gain experience in nonprofit marketing and communications, database management, event logistics, and other administrative tasks.

ESSENTIAL DUTIES

- Assist with weekly eblasts and monthly archSF newsletter, events calendar, and special events campaigns. This includes gathering text and locating imagery, working with all staff to incorporate correct information on chapter programs and news
- Research potential contacts for media pitches about our high-profile events including our annual Design Awards program, Home Tours program in San Francisco and Marin, Architecture and the City festival, and other competitions and programs
- Devise a distribution plan for the *Small Firms, Great Projects* publication to regional design showrooms
- Gather, update, and maintain press contacts lists
- Archive press materials and maintain website Newsroom
- Help execute a social media strategy to increase visibility of chapter programs to members and the greater general public
- Monitor trends and impact on overall marketing strategy
- Other special projects as necessary

HOURS

Flexible, at least 14 hours per/week. Availability to help with the occasional evening or early morning events preferred.

COMPENSATION

\$15 per/hour



PREFERRED KNOWLEDGE, SKILLS, + ABILITIES

- Excellent writing and communications skills
- Social media savvy
- Well-organized with strong attention to detail
- Ability to handle multiple projects with tight deadlines simultaneously
- Enthusiastic team player
- Experience with HTML, Photoshop, Illustrator, Microsoft Office
- Web, Graphic, and CMS knowledge desired
- Knowledge of Bay Area architecture and design helpful
- Editorial and/or PR background a plus

HOW TO APPLY

Please submit a cover letter, and resume to careers@aiasf.org. No phone calls please.

AIA San Francisco is an Equal Opportunity Employer. We strive to diversify our workforce and seek applications from individuals of all backgrounds.