SUMMER MARKETING AND COMMUNICATIONS INTERN

NAPABA is seeking a passionate and skilled marketing and communications intern for summer 2022 to work approximately 10 weeks between June and August. The marketing and communications department at NAPABA is responsible for effectively communicating the value of membership, programs, events, and policy and advocacy initiatives across multiple channels. This department works to bolster NAPABA’s presence in the APA legal community, the APA advocacy community, and beyond. The anticipated start date is Tuesday, June 7, 2022 and the deadline to apply is Tuesday, May 10.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Use social media metrics to drive engagement with NAPABA membership and following.
- Create graphics to promote events and in Canva and/or Photoshop.
- Develop social media calendar and draft social media posts related to NAPABA’s programs and events.
- Assist with writing/editing marketing campaigns, newsletters, organizational statements, and other publications as needed.
- Plan and assist with digital products, including short videos and live/virtual events.

QUALIFICATIONS

- Current undergraduate student, preferably in second year and above, enrolled in U.S. college or university.
- Strong project management skills.
- Experience working on issues affecting the AAPI community strongly preferred.
- Exceptional writing, editing, and research skills.
- Excellent interpersonal and communications skills.
- Excellent analytical and problem-solving skills.
- Ability to think critically and strategically.
- Ability to use good judgment and work
- Solid time management and organizational skills.
- Fluency or ability to develop fluency with work process tools used by the team, including Canva, Microsoft Office, Slack, Asana, Box, and others.
- Graphic design ability (i.e. Canva, Photoshop) preferred.

PHYSICAL REQUIREMENTS
• Flexible hours, Two days in-office. 4 days a week full-time preferred.
• Must be physically located in the DC/VA/MD area.

COMPENSATION
$2,500 stipend for 10-week internship

TO APPLY
• Applications will be reviewed on a rolling basis.
• Writing Exercise: Please submit a one-page writing sample pertaining to diversity/advocacy work OR sample social media posts promoting a NAPABA event.
• Please submit your resume, cover letter, one reference, and writing exercise (see above) in a singular PDF to admin@napaba.org with the subject “Summer Marketing and Communications Intern.”
• The deadline to apply is Tuesday, May 10.

About NAPABA
The National Asian Pacific American Bar Association (NAPABA) represents the interests of 60,000 legal professionals and nearly 90 national, state, and local Asian Pacific American bar associations. NAPABA is a leader in addressing civil rights issues confronting Asian Pacific American communities. Through its national network, NAPABA provides a strong voice for increased diversity in government and the judiciary on the local, state, and federal levels, advocates for equal opportunity in the workplace, works to eliminate hate crimes and anti-immigrant sentiment, and promotes the professional development of people of color in the legal profession.