



**Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? SAM is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Communications Intern.**

### **Communications Intern Overview**

The Communications Intern plays a key role in supporting and executing the communications initiatives of a variety of associations supported by SAM. At the direction of multiple Account Leads and members of the Communications Team, the Communications Intern works collaboratively to support and execute effective and brand-affirming communications projects that support the overall communications and marketing goals of partner associations.

The Communications Intern should be self-motivated and demonstrate the ability to work in fast-paced, flexible environment. Attention to detail, ability to adapt to changes in workload or project needs, and excellent time management skills are essential in this position. The major duties of this job will involve structure, will require attention to detail, and must be done correctly. At the same time job tasks will vary rather than be repetitive and will require a faster-than-average pace in order to complete work requirements. This role can be the source of some initiatives, but only within a clearly structured and defined framework of responsibility outlined by leadership. Working with multiple teams of leaders with a variety of work styles and a willingness to adapt and learn to the needs of various clients is a must.

### **Join Our Team: Two Steps to apply**

1. Email a cover letter of interest and current résumé to [jobs@sam-firm.com](mailto:jobs@sam-firm.com)
2. All applicants are required to complete an online Predictive Index assessment before considered for an open position. To access the assessment, please paste this link in your browser:  
<https://assessment.predictiveindex.com/dpT/6bc71d6b-af5b-4f2f-b5ac-2e1014d3818f?type=candidateba>

### **Primary Responsibilities of the Position**

*Depending on the clients supported, responsibilities may include the following:*

- Support the execution of communications pieces as developed by association leaders and chief staff officers
- Assist in executing comprehensive, strategic online and offline communications and marketing campaigns for multiple partner associations
- Support internal teams, managing project timelines, ensuring timely project completion based on client communication calendars and with clear expectations for project execution
- Help in designing or updating/editing collateral materials (invitations, brochures, flyers, signage, email graphics, animated graphics, slides, videos, etc.) to support communications efforts
- Apply content to communications projects including website, social media, news stories, event programs, and other printed collateral materials as created by team leads or volunteers
- Update and make edits to association partners' websites, as directed
- Assist in email marketing including list management, email development, and execution
- Assist in the execution of social media posts and strategies
- Assist with video content and graphics to support digital communications efforts

- When requested, assist with collection of website and email analytics for client use

### **Experience & Skills Required**

The following skills/experiences are necessary for immediate success in this role. While there will be training on internal processes and systems, as well as specific training related to clients and various tools used, the baseline for success is outlined below.

- Currently pursuing bachelor's or associate's degree/equivalent experience in communications, journalism, or related field, or recent graduate
- Familiarity with InDesign, Adobe Creative Suite, Microsoft Office, Acrobat Pro, and/or Canva
- Knowledge of social media tools and content management systems including Twitter, Facebook, YouTube/Vimeo, Website Design/Management Platforms, Email Design/Management Platforms
- Comfortable using technology software, CMS, mobile event applications
- Knowledge of Microsoft Office Suite and proficiency with a variety of computer/technology tools; preferably with Mac OS (SAM is a Mac environment)
- Proficient editing and writing skills; strong knowledge of spelling, grammar, and punctuation; ability to implement a variety of editing styles, depending on client style guide
- Relevant work, volunteer, or internship experience (marketing, comms, editing web, and/or print design)

### **Job Characteristics and Considerations**

- Excellent interpersonal skills: patience, teamwork/collaboration, listening skills, compassion, outgoing, tactful, flexible/willing to adapt, professional
- A "rolled-up sleeves/get it done" approach to work and role
- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment
- Must be a self-starter, flexible and adaptable to change, and work both independently and as a strong team player
- Willingness and ability to travel outside of Austin for multi-day events
- Willingness and availability for calls, meetings, and some project deadlines outside of normal business hours, when needed, due to the volunteer schedules
- Currently all staff work remotely due to the public health restrictions, but when working in office employees must be comfortable working in a completely open and flexible office space environment

### **Salary/Benefits/Perks**

- Part-time hours (20 or fewer) with competitive hourly salary, based on comparable small staff nonprofits/associations
- Temporary employment status with specific end date relevant to student's schedule
- Opportunities for growth and extended employment may be available
- Corporate culture that exemplifies our core values: *Build Trust, Seek Clarity, Stay Curious, Champion Growth, and Practice Empathy*
- Ongoing training, assistance, and opportunities for career development
- Company sponsored volunteer opportunities
- Regular staff outings and team-building gatherings

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***Strategic Association Management (SAM)*** is an association management company (AMC) providing professional management services for multiple organizations. An AMC provides creative staffing, strategic

*and administrative solutions for associations and nonprofit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization’s mission. Through long-term partnerships, our partners experience organizational sustainability, growth and, ultimately, transformation.*