

## Communications Catalyst – Position Description



### **MetroMorphosis Communications Catalyst (Intern)**

#### **Organization**

Founded in 2012, MetroMorphosis is a nonprofit organization whose mission is to transform urban communities from within. Through this mission the organization seeks to develop and mobilize a critical mass of engaged citizens to design and implement sustainable solutions to persistent community challenges.

For more information, please visit [www.metromorphosis.net](http://www.metromorphosis.net).

MetroMorphosis seeks a dynamic, self-starter to manage our marketing and communications efforts. This position is an excellent opportunity to experience various aspects of non-profit leadership, social media marketing, and communications while supporting the work of a local, community-based organization.

#### **Responsibilities**

- Implement the organization's communication plan
- Manage various social media accounts
- Develop mission-specific collateral that aligns with brand guide using design software
- Develop messaging for organizational communications
- Draft press releases, newsletter content, and other written communications
- Collaborate with staff on new ideas, directions and venues for marketing
- Support the overall mission of the organization

#### **The ideal candidate:**

- Must be self-motivated, self-organized, detailed oriented and able to multi-task and meet deadlines
- Must have enthusiasm for the mission and vision of MetroMorphosis, its strategies and the community it impacts
- Must be an effective communicator, both written and oral, and have the ability to communicate in an effective manner for the press, for organizational contacts and for community members
- Must be computer literate and have some knowledge of graphic design, marketing and communications

#### **Start Date:**

Position open until filled; requires 6 month commitment

#### **Hours:**

8-12 hours a week; some work can be completed remotely

#### **Compensation:**

This position is intended to provide real-world experience. A small stipend will be paid upon completion of the internship.

#### **To Apply:**

Please send a cover letter, resume and a portfolio (if applicable) to [sherreta@metromorphosis.net](mailto:sherreta@metromorphosis.net)