



POSITION TITLE	Intern, Communications and Marketing
CLASSIFICATION	Nonexempt
EMPLOYMENT STATUS	Part-Time/Temporary
SALARY	\$16.00 per hour

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities, and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back to the community. With more than 200 students per year and more than 3,400 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

POSITION OBJECTIVES

The Intern, Communications and Marketing will support operations of the communications team by helping create and organize content, manage social media accounts, and assist with events. They may also contribute to writing, editing, and designing materials, support event promotion, and help ensure brand consistency across platforms.

PRIMARY RESPONSIBILITIES INCLUDE:

- **Social Media Content Development:** Assist in creating engaging and mission-aligned content for SEEDS' social media platforms (Instagram, Facebook, LinkedIn), including light copywriting and basic design work using Canva.
- **Event Coverage:** Attend select summer events to capture real-time content (photos, videos) for use on social media.
- **Branding Audit:** Collaborate with other departments (Development, Admissions & Placement, Programs & Guidance) to review external-facing materials (brochures, flyers, resource manuals, presentation decks) and work with manager to determine which materials need updating to match SEEDS brand standards and execute the redesign of materials.
- **File Organization & Management:** Organize digital assets, including photos, graphics, and communications files; help streamline file naming conventions and storage systems.

- **Other Support:** Assist with occasional administrative or creative tasks as needed by the Communications team.

PREFERRED WORK EXPERIENCE/LEVEL OF EDUCATION

- High School Diploma; Currently enrolled in an accredited college or university and pursuing a bachelor's degree in communications or marketing.

TECHNICAL SKILLS

- A functional understanding of the applications of Microsoft Office, social media such as Instagram, TikTok, and YouTube.
- Knowledge of Canva and Adobe Creative Suite a plus

OTHER COMPETENCIES

- Excellent organizational skills, and the ability to pay close attention to details
- Ability to work independently
- Excellent oral and written communication skills
- A strong belief in the value of an excellent education
- Ability to function as a member of a diverse team
- A valid driver's license and access to a vehicle – reimbursable

WORKING CONDITIONS

- 20 hours per week
- 10 weeks (June – mid Aug)
- Hybrid schedule: minimum three days per week in the Newark office (including Mondays and Wednesdays)
- The position requires some work on one Saturday in August
- The position requires travel throughout the State of New Jersey and New York
- The position requires a valid driver's license and use of a personal vehicle for business purposes (reimbursed)

COMPENSATION

- The salary for this position is \$16.00 per hour

TO APPLY

Send resume and cover letter to jobs@seedsaccess.org. Please include "Intern, Communications and Marketing" in subject line of email.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.