



## **Richmond Poverty Response Committee**

### **Communications Assistant**

Duration: 10 Months

Weekly time requirement: 3-5 hours/week

Application deadline: **November 15, 2016**

The Richmond Poverty Response Committee (PRC) was established in the year 2000. The Richmond PRC is *“a coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education.”* We meet monthly as a coalition to discuss gaps in services for low-income individuals and families and work with community groups to fill those gaps.

The project – *Eliminating Barriers to Participation in Community Services and Civic Engagement* – consists of hosting Conversation Circles to identify stories from people experiencing poverty in Richmond with the goal of identifying and supporting community leaders and people in self-organizing and self-determination.

We are looking for a smart, motivated, and energetic intern to join the Richmond Poverty Response Committee over the next 10 months. The ideal intern would be a student studying marketing, journalism/communications, community development, sociology, anthropology, and have an interest in addressing poverty through civic engagement. You are looking to gain experience in research initiatives that further social change among minority and socioeconomically challenged individuals in the region.

#### **Benefits:**

- Firsthand experience at the cutting edge of social change and anti-poverty work
- On the job training to hone and develop written and verbal communication
- Connection to the region’s media outlets
- An incredible reference for future professional engagements
- An honorarium of \$1,000 may be available contingent on availability of funding

#### **Position Description:**

The Communications Assistant is responsible for supporting the project team in the distribution and dissemination of findings from the project:

- Attend training on Conversation Circle facilitation and techniques
- Attend a minimum of two Conversation Circles
- Assist the project team in developing communication materials (e.g. factsheets, report, media posts, interviews, video or online blogs)

- Attend and assist in the organization of an Action Forum in the Spring/Summer of 2017

This position reports to the RPRC's Communications Coordinator

### **Desired Qualifications**

- Knowledge and experience in creating communication materials
- Experience in working with community groups and/or non-profit organizations
- Strong familiarity with social media
- Strong written and verbal communication skills
- Strong team player
- Professional and organized
- Proactive attitude

### **How to Apply**

Email Project Coordinator, Colin Dring at [ccdring@gmail.com](mailto:ccdring@gmail.com) with "RPRC – Communications Assistant App 2016" in the Subject Line, and attach a copy of your:

- Short writing sample (less than 300 words)
- Resume and cover letter

*Due to the high volume of applications, only successful applicants will be contacted.*