



BARBARA BUSH
HOUSTON LITERACY FOUNDATION

Position Title: Communications Intern

ExxonMobil Foundation Community Summer Jobs Program

Position Type: Part-Time Internship

Supervisor: Marketing and Communications Manager

Terms: Summer 2024 – **Eight-week (8) internship period, starting no earlier than May 27 and ending no later than August 23, 2024. Minimum 35-hour workweek. Intern must be enrolled undergraduate student who will return to college full-time (minimum 12 credits per semester) as a sophomore, junior or senior for the Fall 2024 semester.**

Compensation: Stipend - **\$4,200.00**

[Apply online](#) or email: kevin.aguilar@bushhoustonliteracy.org

Barbara Bush Houston Literacy Foundation

Founded in 2013, the Barbara Bush Houston Literacy Foundation (BBHLF) seeks to improve the quality of life for Houstonians across all ages through the power of literacy. We do this by raising awareness and advocating for literacy as a priority for Houston; fostering partnerships and collaborative relationships to advance our mission and goals; report on literacy progress and launch innovative programs; and develop a sustainable infrastructure to support the literacy partner network through the mobilization of volunteers in our cause. For more information, please visit **www.barbarabushhouston.org**.

Position Overview

We are seeking highly motivated, self-starting university students currently enrolled in a nonprofit management, public relations, journalism, marketing, or communications program. The winning candidates for our organization will be immersed in challenging projects that provide valuable hands-on experience in real- world public relations tactics and strategies and the candidate should be interested in pursuing a career in public relations, marketing, communications, journalism or non-profit management.

Responsibilities include the following:

- Assist with day-to-day activities of the communications team.
- Assist with the creation of articles and distribution of electronic communications including BBHLF newsletters.
- Assist with the management of social media - Facebook, Twitter, Instagram, Instagram, LinkedIn.



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- Assist with the creation of graphics for use on the Foundation's website or other Foundation marketing materials.
- Assist with the development of written-content for BBHLF marketing collateral materials.
- Take photographs, conduct interviews, and write articles for the Foundation's blog and special projects.
- Monitor and report relevant non-profit industry and literacy trends.
- Performs other job-related duties as assigned.

Qualifications

- Pursuing a Bachelor's degree in public relations, journalism, or communications.
- Exemplary written and verbal communication skills.
- Exemplary typing skills.
- Ability to effectively meet deadlines and manage multiple priorities with minimal supervision.
- Exceptional project management experience and organizational skills.
- Excellent relationship development management skills.
- Proficient in Microsoft Office.
- Proficient in Adobe Creative Suite.
- Self-reliant, good problem solver, results oriented.
- Energetic, flexible, collaborative, and proactive.
- Passion for the Barbara Bush Houston Literacy Foundation's mission.
- See terms listed at the top.
- Must be able to obtain written documentation of Fall 2024 undergraduate status by May 17, 2024.