



Volunteer Position Description

FACETS

Location	Main Office 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Communications Intern
Purpose	Promote FACETS mission and events through social media, printed materials, and electronic communication.
Key Responsibilities	<ul style="list-style-type: none"> •Support FACETS mission. •Design printed materials to include event invitations, flyers, posters and thank you cards; annual reports, donation flyers, volunteer flyers and any other printed material. •Attend various events to capture photos and video of programs, volunteers, clients and staff •Aid in creating scripts for videos •Edit and publish videos to be used on FACETS website, social media and online training modules •Update website with articles, pictures, event information and other information as needed •Other duties as necessary.
Time Commitment	10 hours a week for the duration of a semester. 1 year time commitment preferred.
Supervisor	Director of Development
Qualifications	<p>Experience with Adobe Suite to include</p> <ul style="list-style-type: none"> • InDesign • PhotoShop • Adobe <p>Portfolio with most recent work Experience with Social Media for professional platforms Communication Design Multimedia Design Experience with editing and creating webpages</p>
Training	Will be provided
Appointed by	Volunteer & Events Manager, Director of Development