



Communications Internship

Harbor Community Benefit Foundation (HCBF) is seeking a motivated individual to assist staff with implementing HCBF's organizational communications plan. This individual will work directly with staff and contracted consultants to ensure that our communications strategy highlights HCBF's role as a valuable community asset in improving the quality of life for Port-adjacent communities, most impacted by the goods movement and port-related industries.

This position requires a commitment of approximately 8 hours per week with a duration of 12-16 weeks. There may be possibility for remote hours once established, and the possibility of transitioning to a part-time paid position at the end of the internship (subject to performance and organizational capacities). If academic credit is needed to fulfill internship requirement, please note within the cover letter.

This is an excellent opportunity for someone interested in gaining hands-on experience in communications and community engagement in a small non-profit.

Duties & Responsibilities

- Implement HCBF's communication and outreach activities.
- Manage HCBF's social media presence and develop content for our social media accounts.
- Work with staff and external community partners to develop content for the HCBF Blog.
- Assist with creating an integrated, mission-driven social media strategy.
- Other duties as needed to support the communications and outreach functions. Tasks may also include assisting staff in day-to-day operations, report writing, research, note-taking in meetings and answering phone inquiries.

Qualifications

- Strong online competency.
- Familiarity and facility with mainstream social media platforms, including, but not limited to, Instagram and LinkedIn.
- Experience utilizing social media for marketing, communications, and outreach purposes.
- Strong verbal and written communication skills, as well as attention to details.
- Highly organized and self-motivated with the ability to self-manage, work on multiple projects, and meet deadlines.
- Proficient with use of Microsoft Office Suite, Monday.com or similar digital platform, and Adobe Creative Cloud (preferred but not required).
- Undergraduate (3rd or 4th year) or graduate degree in progress. Recent graduates from relevant academic majors/programs are also encouraged to apply.

How to Apply

Please submit your resume, cover letter, and a writing sample via the [Submittable Application Portal](#) only. Emailed inquiries will not be accepted. Position is open until filled.