

**Title: Communications and Outreach Volunteer/Intern****Reports to:** Director of Communications and Development

**General job description:** This volunteer intern will support CTBA's external relations efforts, which are critical to visibility and to raising revenue for the organization. At this time, duties include drafting, editing, proofreading, press and constituent communications, publications, promotions, media relations and related fundraising. The intern will work closely with Communications staff to research a broad range of core issues that range from educational equity to work force development. CTBA participates in a host of public events on a variety of timely topics and encourages interns to make the most of their time with the organization. Office hours, days of the week worked, and the number of weeks worked are flexible, yet need to be scheduled for maximum efficiency. CTBA will work with students and their universities to provide college credit for the internship.

Representative volunteer/intern assignments:

- Research media outlets, including websites, and organize internal structure for media and outreach for promoting CTBA research, information and expertise to appropriate entities
- Help with outreach events, including press conferences, Public Policy Brown Bag lunches and more
- Monitor and post, at supervisors' direction, on CTBA's Facebook site
- Keep and file records and documents and communications for easy access
- Maintain Communications Volunteer materials, procedures, files
- Serve the Communications Task Force (professional communications volunteers)
- Serve the Development/Nominating Committee
- Create promotional materials to market CTBA programs
- Create and maintain inventories of information for interested individuals
- Produce, proofread, and disseminate written material
- Assist with administrative support, if necessary
- Assist with improvement of web, print and oral communications
- Research new funders
- Help prepare funding proposals and acknowledgement letters

Ideally, CTBA seeks a volunteer/intern with:

- Passion for public policy
- Interest in politics and civil society
- Flexibility and a sense of humor
- A solid work ethic

- The usual: ability to work in a fast-paced environment, strong writing skills, sound analytical and critical thinking skills, strong interpersonal relationship skills, solid organizational skills – in other words, lots of skills.
- Experience with Microsoft Office (PowerPoint, Excel, Access, Roxio, Adobe and anything else on the Communications and Development Director's laptop)
- Knowledge of web-related skills would be great

This position offers:

- Affiliation with a highly-regarded nonprofit think tank that is at the hub of analyzing today's government funding predicament,
- Experience in an office that is a media magnet,
- A chance to make a difference through the programs of CTBA,
- The opportunity to work in a small department with appreciative, hard-working colleagues who have broad and deep experience in nonprofit marketing, communications, and fundraising,
- Training through workshops, programs, or events that CTBA offers to various entities.

Cover letter and resume should be sent to: Kathy Miller, Director of Communications and Development, at [kmiller@ctbaonline.org](mailto:kmiller@ctbaonline.org)