

## Communications and Digital Media Intern

Convergence Center for Policy Resolution

Remote, Sept. to Dec. 2025

**Convergence**, the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Fall 2025 intern to support Convergence's communications team in a remote environment.

We are looking for a motivated individual with a strong work ethic, passion for collaborative problem-solving, and an interest in nonprofit communications to join our team. The goal of this program is to further develop your social media, video-editing, research, writing, and copy-editing skills in a professional work environment while gaining first-hand experience at a small nonprofit.

Convergence is dedicated to creating a positive internship experience that will not only further the skills above but will provide an enjoyable, fun work environment that operates on strong communication, trust, and relationships. We welcome and encourage interns to be thought partners who provide fresh ideas, feedback, and constructive criticism to our team.

### Internship Duties and Responsibilities

*Note that not all duties below may be asked of the intern and will depend on priorities of the team and assignments given.*

- Perform communications-related research
- Create digital content to help grow Convergence's social media presence on X, LinkedIn, Facebook, Instagram, and TikTok
- Edit video clips and produce short videos
- Help maintain editorial and social media calendars
- Copy edit and proofread written materials
- Collaborate on writing compelling content for blog posts, newsletters, etc.
- Assist with monitoring Convergence's online presence
- Participate in team meetings and monthly staff meetings
- Provide important insights into the communications strategies
- Provide general administrative support as needed
- Other duties as assigned

### Internship Hours

- **Timeframe:** September to December. Specific dates are flexible, especially as it pertains to fitting course credit requirements



- Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2026
- **Schedule:** 15-20 hours a week within a Monday-Friday 9:00am-5:00pm work week in your time zone

## Qualifications and Education

- Strong writing and grammar skills
- Research experience
- Ability to communicate complex information succinctly both in writing and verbally
- Flexibility and proactive communication on work assignments
- Ability to complete tasks with overlapping deadlines
- Ability to work well independently and as a member of a team in a remote environment
- Excellent interpersonal skills and emotional intelligence
- Experienced or comfortable with standard office tools such as Slack, Asana, and the Microsoft 365 Suite
- Some experience with marketing and communications software preferred but not mandatory (Canva, Mailchimp, Wordpress, etc.)
- Suitable for undergraduate or graduate students.
- **Communications, Marketing, Journalism, Political Science, Public Policy, Linguistics, or related fields of study preferred**

*We strongly encourage students to seek academic credit and/or a stipend from their program or school in exchange for this internship, which is unpaid.*

## To Apply

Please send a resume, cover letter, and brief writing sample to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with the subject line "Fall 2025 Communications and Digital Media Intern." **In your cover letter, please indicate what you hope to gain from this internship and why.** Applications will be reviewed on a rolling basis.