POSITION DESCRIPTION:
Summer Social Media/Office Management Intern (paid)

NARRATIVE:
The Alliance for American Manufacturing (AAM), a non-partisan public policy organization focused on domestic manufacturing, labor and international trade issues, seeks a full-time intern to assist in the communications and administrative operations of the organization. The intern will split his or her time between these departments.

The candidate should be a current undergraduate or graduate student (recently graduated undergrads will also be considered) with interest in progressive policy issues, proven written communications abilities, and great web and social media skills.

We offer an exciting work environment in the heart of Washington, D.C. This is a great opportunity to learn about policy issues affecting U.S. jobs, the labor movement, manufacturing and international trade; effective communications and public relations strategies; and the wider policy-making community.

Please send your cover letter, resume and a writing sample to Jenna Carretero (jcarretero@aamfg.org). Specify “Social Media Intern” in the subject line. If you have a design/photography portfolio, or a video/motion graphics reel, we’d love to see those too!

REPORTS TO:
Communications Staff

WORK DUTIES MAY INCLUDE:
- Research and write posts for AAM blog
- Monitor online conversation in AAM issue areas, including on social media and other platforms.
- Help drive online conversation using a variety of social networking platforms
- Assist in updating and maintaining AAM’s supporter database
- Assist communications team in pitching stories to news outlets
- Attend Congressional hearings and other meetings
- Conduct research for AAM publications and activities
- Assist in organizing events and outreach efforts
- Administrative help around the office
- Assist with graphic design, video production, and photography
- Perform additional duties assigned by AAM staff

QUALIFICATIONS:
The successful candidate must be a self-starter with excellent writing and web skills, knowledge of and enthusiasm for social networking, and possess the ability to handle tasks assigned in a responsible and timely fashion. Familiarity with manufacturing, trade, or labor issues is appreciated but not required. A good attitude and a willingness to learn are.

LOCATION:
Washington, DC

INTERN SESSION:
Our Summer session begins on or around May 26, 2020 and concludes on or around August 7, 2020.

OTHER INFORMATION:
Interns may work part-time or full-time (35 hours per week) and are paid $15.00/hour. AAM is an equal opportunity employer that celebrates, supports and promotes diversity, equity, and inclusion. We will consider all
qualified applicants without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation or gender identity, or any other legally protected basis, in accordance with applicable laws.