



Member Engagement & Communications Intern

Purpose:

Join the Franciscan Federation's communications team and help strengthen our digital presence while gaining hands-on experience in social media, content creation, and nonprofit communications.

Internship Focus Areas:

Social Media Engagement (Primary Focus)

- Assist in managing and scheduling content for Facebook and Instagram
- Track engagement metrics and share ideas for improving reach
- Assist in developing creative campaigns aligned with our mission and seasonal themes
- Create and edit short-form videos (e.g., member spotlights, event recaps, educational clips) for website and social media
- Respond to comments and messages in coordination with staff

Website Maintenance & Content Updates

- Upload and format partner event listings
- Prospect partner events and cultivate relationships
- Conduct regular audits to identify broken links, outdated content, and inconsistencies
- Refresh and reorganize the Resources page to improve accessibility and relevance
- Support the migration of resources to a new platform (pending selection and implementation)

Learning Opportunities:

- Hands-on experience in nonprofit operations, communications and digital strategy
- Collaborate with staff and partner organizations

- Develop skills in content creation, website editing (Wordpress), and community engagement

Support & Mentorship

You'll work directly with the Manager of Member Engagement and Communications, with regular check-ins, feedback, and opportunities to reflect on your growth.

Qualifications

- Experience with Canva, WordPress, basic video editing, or social media analytics is helpful but not required
- Interest in or familiarity with the Franciscan tradition (preferred)
- Experience in communications and digital content creation (preferred)

Application Requirements

- Resume or CV and Cover Letter
- Portfolio with examples of digital content creation or relevant work
- Letter of recommendation from a faculty member in communications or a related discipline

Internship Benefits

- Term: Six-month, fully remote internship beginning on a flexible start date, with the option to extend based on performance.
- Compensation: \$15/hour for 5 hours per week; payment issued monthly
- Experience: Practical skill-building in digital communications, social media, and website management, with the opportunity to renew the role following a successful evaluation

Additional Information

- Must provide own computer equipment and have reliable internet access
- Interns are welcome to include content they create for the Franciscan Federation in their personal portfolios, but may not redistribute or reproduce these materials in any other format.

Send application materials to brady@franfed.org by Mar. 31, 2026.