

William E. Morris Institute for Justice

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Job Title: Marketing and Communications Intern

The William E. Morris Institute for Justice (MIJ) is seeking a part-time intern to expand the organization's communications infrastructure. Founded in 1996, MIJ is a non-profit public interest organization with a mission to promote justice and opportunity for low-income and underrepresented Arizonans through systemic advocacy. Our office is in Phoenix.

We are seeking a motivated Marketing and Communications Intern. This is a unique opportunity to learn and gain hands-on experience in developing and executing a comprehensive marketing and communications plan for a non-profit public interest advocacy organization. As an intern, you will work closely with the Executive Director and MIJ team to build a virtual communications infrastructure from scratch, create regular content to engage donors and key stakeholders, and support our strategic advocacy efforts at the federal and state levels.

Key Responsibilities:

- Collaborate with the Executive Director to draft and implement a strategic communications plan and calendar to develop regular content, to advance advocacy, and to create a virtual communications infrastructure at MIJ.
- Work with the MIJ team to establish and to build an MIJ presence on communication and social media platforms such as Facebook, Instagram, TikTok, and Twitter, to supplement and support our strategic advocacy efforts.
- Help create and design e-fliers and other marketing materials to promote our advocacy efforts, fundraising campaigns and events, and branding initiatives.
- Assist with the management of our organizational email communications system, Constant Contact, to ensure timely and effective communications to our donors and community partners.
- Support the team in designing and creating periodic e-newsletters and updates to keep our supporters and donors informed of our work and progress.
- Assist in creating content for the MIJ website and coordinate with web developers at the Arizona Bar Foundation to ensure timely updates and maintenance.

- Collaborate with the MIJ staff and board to optimize fundraising communications and technology integration to increase donor engagement and support.
- Contribute to establishing and maintaining a consistent brand across all communication channels, including social media, website, and newsletters.
- Assist in working with consultants and external partners to execute marketing and communications campaigns and initiatives.

Qualifications:

- Desire to have a career in communications or marketing.
- Willingness to take initiative while navigating unknowns.
- Strong project management skills, including the ability to manage multiple projects simultaneously to meet tight deadlines.
- Excellent written and verbal communication skills, with a focus on persuasive writing and storytelling.
- Demonstrated experience with digital marketing and communications channels, including social media, email marketing, and website management.
- Proficient in Microsoft Office and Adobe Creative Suite or equivalent design software.
- Preferred experience with Constant Contact.
- Familiarity with web analytics and social media monitoring tools.
- Strong attention to detail and ability to work collaboratively with other team members.
- Passion for the MIJ's mission and organizational values, including advancing racial justice and addressing systemic inequities causing harm to Arizonans in historically marginalized communities.

We are an equal opportunity employer, committed to diversity, equity, and inclusion in the workplace, and our substantive advocacy and public communications. If you are passionate about making a difference and want to help build a public interest advocacy organization's communication plan from the ground up, we encourage you to apply.

Candidates from Underrepresented Groups Encouraged to Apply:

Research shows that qualified individuals who identify as women, black, indigenous, and people of color (“BIPOC”) are less likely to apply to jobs unless they meet every single qualification. MIJ welcomes applicants from all backgrounds, even if they may not meet all the qualifications listed above.

In keeping with our organizational values, which includes centering voices from low-income and other marginalized communities, we particularly encourage applications from those whose identities and lived experiences reflect the rich diversity of Arizona.

Deadline to Apply: June 5, 2023. Interviews will be scheduled the week of June 5, 2023. The position will remain open until filled.

To Apply: Please send a resume to admin@mijaz.org. A cover letter is optional.

Wage and Time Commitment: \$20/hour, 16-20 hours/week, 10-12 weeks.

Website: <https://morrisinstituteforjustice.org/>.