

Haiti Cultural Exchange Outreach & Communications Internship Opportunity

Haiti Cultural Exchange (HCX) seeks a dynamic, self-starter to provide support for the organization's outreach and communications efforts. Working closely with the Executive Director the Communication and Outreach Intern will provide support in the areas of communications, outreach and social media marketing. The intern will provide support for external communications, website, email blasts, event outreach and social media outlets, along with different administrative tasks as needed. The Communications and Outreach Intern will gain an impressive portfolio of skills and experiences within a grass-roots, community based nonprofit. A time commitment of 15 hours per week is required. **Travel Stipend and Academic Credit offered.**

Preferred Qualifications

- Graduate Student or College Junior/Senior
- Excellent verbal, interpersonal, and written communications skills
- Strong planning, organizational, time management, and problem-solving skills
- Team-oriented and pro-active mindset
- High attention to detail and proofreading ability
- Facility with social media platforms
- Ability to thrive in fast-paced environment and manage a diversity of tasks with varying deadlines
- Demonstrated passion for community building via the arts and/or cultural heritage preservation
- Proficient computer skills, including the full Microsoft Office suite
- Familiarity with Haitian Arts & Culture
- Experience with Wordpress or similar platform, graphic design and video editing is strongly desired.

Applicants must submit a **cover letter** expressing interest in the Communications and Outreach Intern role at Haiti Cultural Exchange, a **résumé** citing required qualifications, and a **2–5 page writing sample**.

Applications can be addressed to **Régine M. Roumain, Executive Director**, and e-mailed to regine@haiticulturalx.org. We are happy to answer questions in advance of application submission. Applications will be accepted on a rolling basis. Submissions will be accepted until the position is filled.