



## SUMMER COMMUNICATIONS INTERN

### Position Overview

The William J. and Dorothy K. O'Neill Foundation seeks a Summer Communications Intern to join our remote team of 5 and help communicate the work of the Foundation primarily through its website and social media channels. In partnership with the Program Officer of Communications & NextGen Engagement, the Summer Communications Intern will help implement a communications strategy which will increase awareness of the Foundation's mission and work in communities across multiple audiences, both internally (O'Neill family members) and externally (current grantee organizations, potential grant seekers, and other community partners).

Compensation: \$15/hour

Schedule: Flexible; up to 25 hours / week with some overlap during regular business hours

Location: Remote

### About the Foundation

When Dorothy K. O'Neill founded the William J. and Dorothy K. O'Neill Foundation in 1987 along with her son Bill, they did so to bring their family members together and instill their philanthropic spirit in future generations.

Today, the philanthropic engagement of O'Neill family members remains a strategic goal for the Foundation. Four generations of the O'Neill family work in collaboration and partnership to improve the quality of life for families and communities in which O'Neill family members live and are engaged in the work of the Foundation.

Website: [www.oneill-foundation.org](http://www.oneill-foundation.org)

Facebook: @oneillfoundation

Twitter: @oneillfdn

### Responsibilities

#### *Social media*

- Help develop posts and stories, including: photos, videos, animations, gifs, and meme-style content to engage O'Neill family members on a private Instagram account (oneill\_foundation).
- Curate social media accounts with timely and relevant materials and publish across multiple platforms.
- Follow grantee organizations to promote their work related to the Foundation's grantmaking.
- Monitor engagement to identify content opportunities and respond to followers in real-time.

#### *Website*

- Curate, edit, and upload content to WordPress.

#### *Newsletter*

- Collect, organize, and edit content for the *Foundation's quarterly e-newsletter*.

### Requirements

- Familiarity using social media (Instagram, Facebook, and Twitter).
- Your own computer

**Qualifications**

- [Preferred] Familiarity using Sharepoint, Wordpress, Zoom, and Canva.
- Have strong verbal and written communication skills.
- Be self-motivated with critical attention to detail, deadlines, and reporting.
- Be a diplomatic communicator who is comfortable maintaining discretion and confidentiality.
- Demonstrate your passion for social media content creation and engagement trends.
- Previous nonprofit/foundation exposure is preferred, but not required.

**To Apply**

Email your resume, cover letter, and Instagram handle – or sample content that you’ve created – to Program Officer, Communications & NextGen Engagement, Marlene Corrado ([mcorrado@oneill-foundation.org](mailto:mcorrado@oneill-foundation.org)). Please include “Summer Communications Intern” in your subject line. Applications will be reviewed beginning April 30th. Interested applicants are encouraged to apply early.

No phone inquiries, please.

Note: The internship will not be focused on any one social issue or any particular area of Foundation’s grantmaking. It will be of great value to candidates interested in communications, especially as a tool for social change.