Communications Intern
Start date: September 2021

NCGS PURPOSE
The National Coalition of Girls’ Schools (NCGS) is the leading advocate for girls’ schools, connecting and collaborating globally with individuals, schools, and organizations dedicated to educating and empowering girls.

Position Overview:
NCGS seeks an energetic and self-motivated part-time intern for 10-12 hours per week to support and assist the NCGS team and the work of the Coalition. Reporting to the Executive Director, this person is considered a vital member of the NCGS team.

Focus areas include social media advocacy, constituent management, copywriting, research, communications, and administrative support. This position is ideal for someone interested in the non-profit and/or education sectors.

Primary Responsibilities:

- Partner with Executive Director on developing, implementing, and tracking communication strategies to engage member schools in NCGS programming and projects
- Partner with Executive Director on developing and implementing a strategic plan for social media that positions girls’ schools as experts and leaders by advocating for girls’ education and empowerment and women’s leadership
- Assist with managing content for NCGS social media platforms
- Conduct research that advances the Coalition’s work and strategic goals
- Draft outreach communications and other correspondence
- Attend monthly meetings with fellow NCGS interns
- Provide administrative and general support to the Executive Director as assigned
- Participate in the NCGS Virtual Educating Girls Symposium (October 25 & 26, 2021) and the Global Forum on Girls’ Education® III in Boston, MA (June 27-29, 2022). Note: travel, accommodations, and meal expenses for the Global Forum will be covered by NCGS.
Qualifications and Requirements:

- Undergraduate or graduate student
- Graduate of an all-girls primary/secondary school a plus
- Passionate about the work of advancing girls’ education and empowerment
- Proficiency and familiarity with social media platforms
- Intermediate to advanced Microsoft Office suite skills (Word, Excel, PowerPoint)
- Excellent oral and written communication skills
- Self-starter willing to work independently
- Ability to make a commitment of two consecutive semesters (i.e. September-December 2021 and January-June 2022); longer commitment preferred
- Access to work from your own computer and internet connection*

*NCGS is a virtual office (hours are 8:30 a.m. to 5:00 p.m. Eastern Time (US/Canada)) with five team members located in Charlottesville, VA; Chicago, IL; Richmond, VA; and Simsbury, CT. All one-on-one and team meetings are held via Zoom. NCGS intern applicants may reside and work from anywhere in North America and will work remotely in a virtual office environment.

Compensation: performance-based honorarium provided on a semesterly basis

To Apply:

Candidates should submit electronically a cover letter expressing interest in and qualifications for the role and a current resume to Jean Baker, Manager of Membership & Outreach, at jbaker@ncgs.org.

The deadline for application submissions is Friday, September 3, 2021.

Interested individuals are encouraged to visit the NCGS website, www.ncgs.org.