



Position Title: Media Intern

Organization: Alcohol Justice

Location: San Rafael, California & Remote

Duration: 9-12 months, beginning July 1, 2024

FLSA Status: Non-Exempt, Hourly (\$25-\$35 P/H)

Hours: Regular Casual, 16-20 hours per week

Reports to: Public Affairs Director

Position Overview:

The Media Intern will play a crucial role in supporting the communication and outreach efforts of Alcohol Justice. This position offers an exciting opportunity for individuals passionate about media, communications, and social impact to gain hands-on experience in a dynamic non-profit environment.

[Alcohol Justice](#) is a 501(c)(3) non-profit organization founded in 1987 in San Rafael, California. Alcohol Justice is focused on producing and promoting evidence-based policies to prevent the proliferation of misuse of alcohol and other related drugs. We strive to reduce the harms suffered by targeted populations through research and organized campaigns with diverse communities. We are a leading national advocacy, research, media and policy organization that directly challenges the political influence and marketing might of global alcohol corporations.

Key Responsibilities:

1. **Content Creation:** Assist in the creation of multimedia content, including but not limited to graphics, videos, and written content for various platforms such as social media, website, newsletters, reports, and press releases.
2. **Social Media Management:** Support social media strategy by scheduling posts, monitoring engagement, and analyzing metrics to optimize performance and reach.
3. **Graphic Design:** Design visually appealing graphics for digital and print materials, adhering to the organization's brand guidelines.
4. **Photography and Videography:** Capture high-quality photos and videos during events, programs, and initiatives for promotional purposes.
5. **Research:** Conduct research on industry trends, best practices, and relevant topics to inform content creation and communication strategies.
6. **Collaboration:** Collaborate with the communications team and other departments to ensure alignment of messaging and consistency across all communication channels.
7. **Event Support:** Provide media support during events, including live social media coverage, live streaming, photography, and video recording/editing.

8. Administrative Tasks: Assist with administrative tasks related to media projects, such as organizing files, maintaining content calendars, and managing media assets.

Qualifications:

- Currently enrolled in or recently graduated from a relevant field such as Communications, Media Studies, Journalism, Marketing, or related field.
- Strong written and verbal communication skills, with keen attention to detail.
- Proficiency in graphic design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) and/or Canva.
- Basic knowledge of photography and videography techniques, equipment, and editing software.
- Advanced expertise with social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, TikTok) and social media management tools.
- Creative mindset with the ability to generate innovative ideas and concepts.
- Ability to work independently and collaboratively in a fast-paced environment, managing multiple tasks and deadlines effectively.
- Passion for the mission and values of Alcohol Justice.
- Proficient in Spanish as well as English language is a strong plus.

Benefits:

- Hands-on experience in media and communications within a non-profit organization.
- Opportunity to contribute to meaningful projects that make a difference in the community.
- Mentorship and professional development opportunities to enhance skills and knowledge in media and communications.
- Networking opportunities with professionals in the non-profit sector.
- Potential for academic credit or a stipend (if applicable).
- Potential for advancement to full-time staff.

To Apply:

Please submit a resume, cover letter, and portfolio (if available) to michaels@alcoholjustice.org. Please include "Media Intern Application" in the subject line of your email.

Alcohol Justice is committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds and identities to apply.