



# SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER  
SERVICES FOR THE ADVANCEMENT OF WOMEN

POSITION TITLE: Social Media and Communications Intern

REPORTS TO: Executive Director

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## Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights, and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

## Position Overview:

SEPA Mujer Inc is seeking a passionate and motivated Communications Intern to join our dynamic team. The ideal candidate will be a creative and detail-oriented individual with a strong interest in social justice, women's rights, and community advocacy. This internship offers the opportunity to gain hands-on experience in communications and contribute to impactful initiatives that make a difference in the lives of immigrant women and girls and our entire communities.

## Responsibilities:

- Assist in creating engaging and compelling content for various platforms, including social media and newsletters.
- Collaborate with team members to develop written and visual content that effectively communicates SEPA Mujer's mission and programs.
- Support in building and maintaining relationships with media outlets.
- Assist in drafting press releases, media advisories, and other communication materials.
- Monitor media coverage and compile press clippings.
- Support in organizing and promoting events, workshops, and campaigns.
- Collaborate with the outreach team to develop communication strategies that reach diverse audiences.

- Create culturally responsible materials for program outreach.
- Increase social media outreach.
- Work with the program's team to create a social justice campaign.
- Create content for a fundraising campaign
- Assist the Executive Director with the organization's events.

#### Qualifications:

- Current enrollment in a communications, marketing, or related program (or recent graduate).
- Strong written and verbal communication skills in English and Spanish (bilingual proficiency preferred).
- Familiarity with social media platforms and content creation tools.
- Basic graphic design skills and proficiency in Canva.
- Passion for social justice, women's rights, and immigrant issues.
- Ability to work collaboratively in a team and independently when necessary.

#### How to Apply:

Interested candidates should submit a resume to [jobs@sepamujer.org](mailto:jobs@sepamujer.org). Please include "Communications Intern Application" in the subject line.

SEPA Mujer Inc is an equal-opportunity employer and encourages individuals of all backgrounds to apply.