



## Organic Oneness UIUC Spring 2022 Internship Program

### About Organic Oneness

Organic Oneness is a grassroots, social justice organization that co-creates with communities to mobilize systemic change, healing, and wellness, foregrounding Black, Indigenous, and People of Color (BIPOC). We are a nonprofit, non-commercial organization.

### Communications Internship Description

Using modes of Consultation as a decision-making process, interns will develop content and or programming that enhances the overall goal of Organic Oneness. Attend programs, meetings, and utilize recommended resources that will help interns develop professional skills essential to community organizing and non-profit work. **The internship involves 8 hours of work per week, with a \$750 stipend.\*\***

The communications intern will support the co-directors at UIUC to execute Organic Oneness' social media strategy. This includes but is not limited to creating social media content, managing social media platforms, and other support associated with Organic Oneness' communication strategy. **This is an academic-semester position, starting on February 7th 2022 and ending on June 30th 2022.**

### Desired Knowledge, Skills and Experience

1. Firm grasp of social media tools and platforms including LinkedIn, Facebook, Instagram, twitter etc.
2. Experience using Canva, Microsoft Office programs and Google Workspace
3. Outstanding attention to detail, ability to manage multiple projects in deadline-oriented environment,
4. Great presentation and organizational skills
5. Possess excellent written and oral communication and interpersonal skills
6. Self-starter, good time management, and creative
7. Ability to work well independently, and within a team
8. Ability to learn/ adapt new information quickly

### Principal Duties and Responsibilities\*\*

1. Assist in planning, writing and managing bi-weekly e-blasts/ newsletters.
2. Update/ maintain organization website using Weebly
3. Help design event/program fliers, graphics and other marketing material
4. Update and maintain Organic Oneness' social media presence, including monitoring, posting, scheduling, reporting, and Eventbrite
5. Manage social media calendar for posting for content
6. Collaborate with staff on new ideas, directions, and tools for marketing and communications
7. Attend weekly staff meetings
8. Other duties as assigned.

*\*The internship program at Organic Oneness will require 8 hours per week. The internship program will run from February 7th to June 30th, 2022, the last month of June can be virtual if the student is off campus. In the event of a spring break trip, the interns travel and lodging expenses will be covered up to the allowed budgeted amount. There will be two scheduled payments of \$375 that will total the \$750 stipend –first week of April and last week of June. We will work with the University to provide course credit for the program if you desire.*

*\*\*Training will be provided to complete said duties and responsibilities*