**Communications Intern Job Description**

**Social Venture Partners Minnesota**

A powerful model for giving, Social Venture Partners Minnesota fuels nonprofit success by connecting smart people who volunteer their mind power, money, and time with the Twin Cities most promising nonprofits.

Social Venture Partners carefully selects small and mid-sized nonprofits having extraordinary impact and with the potential to have much more. As we infuse them with greatly needed resources, they grow to serve more underserved teens in the Twin Cities with programs that truly work.

While nonprofits struggle to find financial and human resources, Minneapolis/Saint Paul is full of generous individuals and corporations eager to volunteer their hard-earned skills and make a real difference. Social Venture Partners bridges the divide, making the empowering connections that help nonprofits grow.

Selecting Minneapolis/Saint Paul’s most promising nonprofits through a rigorous, competitive due diligence process, we typically support 5-6 nonprofits a year. Over three years, each nonprofit typically receives $75,000 in general operating grants. Nonprofits have the freedom to use those funds in whatever way will best help their organizations. More importantly, however, we bring a deep bench of caring, skilled professionals -- volunteers who provide pro bono consulting on our nonprofits’ most critical business challenges.

**General Description**

The Communications Intern will be responsible for implementing Social Venture Partners external communication strategy, including communications with Partners, friends, and prospects, social media and website, and Social Venture Partners events.

**Responsibilities**

Responsibilities include, but are not limited to:

* Update and maintain Social Venture Partners’ social media and digital presence, including the SVP website, updates on Facebook, LinkedIn, Twitter, EventBrite; consider new platforms such as Vidku and other video opportunities
* Assist in planning, writing content for, and producing monthly Partner and quarterly e-newsletters
* Drafting and publishing news stories, Partner/Investee interviews, and other stories for Social Venture Partners’ website
* Assisting in the editing of existing and the creation of new marketing materials for Partner recruitment, corporate partnerships, and other programs
* Other duties as assigned

**Qualifications**

* Inspired to support Social Venture Partners’ mission, vision, partners and investees
* Self motivated and able to work independently
* Professional or educational experience in marketing, communications, and/or nonprofit work
* Strong organizational skills and attention to detail
* Excellent oral and written communication skills
* Ability to handle multiple projects simultaneously and meet deadlines
* Firm grasp of available tools and platforms in the social media space

**Position Details**

* Hours: 8 hours/week depending on availability (days, times and venue flexible)
* Availability: year-round
* Location: SVP Minnesota is located in Minnetonka, MN but most work will be done remotely, with in-person training and monthly in-person meetings (can be skyped).
* Compensation: volunteer

**How to Apply**

* Please email cover letter and resume via email to [info@svpmn.org](mailto:info@svpmn.org) with the subject line “Communication Intern application.”
* No phone calls please; candidates selected for the interview phase will be contacted.