



## **Company: ARM Consulting LLC**

**Position Title:** Communications Coordinator Intern

**Position Category:** Part-Time

**Locations:** Leesburg, VA

**ARM Consulting** (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM Consulting is partnering with the Loudoun Commission on Women and Girls (LCWAG), based in Leesburg and serving the Loudoun County footprint. The Commission is managed by a volunteer leadership board and is a component fund of the Community Foundation for Loudoun and Northern Fauquier Counties and is independently funded through private donations and grants. LCWAG is currently seeking a **Communication Coordinator Intern**.

### **Position Description**

Loudoun Commission on Women and Girls seeks a talented and highly motivated part-time Communication Coordinator Intern to support the Commission's communication effort in executing and monitoring communications strategies. The Intern will assist in all aspects of developing and monitoring of social media platforms along with optimization of current platforms, creating content and representing the Commission across social media channels, and executing social media strategies to enhance our online presence. The Intern will create public relations and marketing materials such as press releases, blog posts, and newsletters. This role also involves tracking and reporting analytics on marketing and communications campaigns and coordinating promotional events.

This internship will provide the selected candidate with experience in nonprofit development and management, grant writing, strategic planning. We encourage and value innovation and creativity in our organization and there's an expectation that the intern will contribute toward new approaches to complete tasks in a timely manner and possess the ability to work with limited supervision.

### **Essential Duties and Responsibilities:**

- Coordinate closely with Communications and Marketing team on social media, collateral, and web content to promote fundraising campaigns and events
- Communicate, track and measure request given and received across projects and teams to ensure tasks are effectively being completed.
- Maintain, monitor and present data that helps the Commission make key decisions
- Prepare necessary communication materials for presentations and meetings
- Ensure project deadlines are met
- Organize, attend and participate in stakeholder meetings
- Interface and support the Committee Chair to create project timeframes
- Meet with Committee Chair one to two times/month
- Support Board member interactions and requests
- Support and attend special events and fundraising activities

### **Qualifications:**

- Team management and leadership skills



- Excellent verbal/ written / presentational communication skills
- Goal and detail-oriented
- Interpersonal skills capable of maintaining strong relationships
- Attention to detail and time management skills
- Self-motivated, flexible team player with a positive attitude, demonstrated ability to multi-task and the ability to meet deadlines and adjust to changing priorities
- Demonstrated commitment to non-profit work

**Minimum Experience, Education and Licensure:**

- A College Junior or Senior majoring in business administration, communications or similar field of study
- A minimum of 6 months of experience working with non-profits
- Management of diverse client and volunteer populations

**Minimum Knowledge, Skills and Abilities:**

- Knowledge of project coordination and management
- Proficient in Microsoft Office (Word/Excel/PowerPoint) applications
- Ability to manage video conferencing platforms
- Research, writing, editing and proof-reading skills

**Preferred Experience**

Graduate School Student studying in Communications, Business Administration, Marketing or similar field of study

A minimum of 6 months of experience

**Application Deadline:** August 16

**Start Date:** NLT September 6

**Time Commitment:** 20 hours/month

**Compensation:** Volunteer Intern

Your resume and cover email should be directed to:  
Pamela Brackett, Director of Human Resources  
ARM Consulting, LLC  
pbrackett@armconsultingonline.com  
215 Depot Court SE #202, Leesburg, Virginia 20175

In the cover letter, please provide information on your availability with estimated weekdays and times.

**Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.**

**ARM is a federal contractor and an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.**



**All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.**

**ARM is an Equal Opportunity Employer.**

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