



25 Massachusetts Avenue, NW, Suite 500B • Washington, D.C. 20001 • (202) 547-7800 • wheatworld.org

NAWG Job Announcement

Position Description

Organization: National Association of Wheat Growers

Location: Virtual or In-Person

Position: Communications Intern

Reports To: Director of Communications and Partnerships

Date: November 19, 2024

Overview

The National Association of Wheat Growers (NAWG) seeks a dynamic, self-starter to assist marketing and communications efforts. The NAWG Communications Internship main role is to assist the Director of Communications and Partnerships in implementing organizational communications and marketing strategies. The Communications Intern will work independently and in a team to fulfill organizational goals and initiatives related to programming and events. This role will be virtual.

Principal Responsibilities

- Assist in planning, writing, and managing press releases and e-newsletters
- Design event/program fliers, graphics, and other marketing material
- Assist in event planning and strategy
- Update and maintain NAWG and NWF social media accounts, including daily monitoring, posting, scheduling, and reporting
- Provide input for creative marketing strategies and social media campaigns
- Manage editorial and event calendars
- Drafting the NAWG weekly newsletter
- Create one-page infographics
- Collaborate with staff on new ideas, directions, and tools for marketing and communications

Qualifications

- Firm grasp of social media tools and platforms including Facebook, Instagram etc.
- Completed or working toward a college degree (junior level and up)
 - Bonus: in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
- Understanding of the basic principles of public relations and marketing
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
 - Bonus: Proficiency in Canva, Adobe InDesign, and Photoshop
- Possess excellent written and oral communication and interpersonal skills.

- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Highly organized, with an ability to prioritize time-sensitive assignments and follow through on commitments
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the organization's mission

Start Date: January 2025

Hours: 15-20 hours a week

Compensation: \$250 monthly

To Apply: Please send cover letter and resume to Elizabeth Rivera (NAWGDC@gmail.com) with "Communications Internship" in the subject line.

Closing Date: December 13, 2024