



Communications Intern 2016

2 positions available

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latino, Ibero-American and American Indigenous film in Austin, Texas. The 19th Cine Las Americas International Film Festival will take place May 4-8, 2016.

Job Description:

Cine Las Americas seeks a part-time Communications Intern. This person will be responsible for assisting in the effective communication strategy of the organization's programs to the general public and members, including the annual film festival, as well as year-round programs and initiatives.

Responsibilities May Include:

- Collaborate in generating online content (website, Constant Contact e-newsletter, social media) that engages audiences and leads to measurable results.
- Identify potential outreach groups and audiences. Maintain an outreach database to track communication.
- Assist in the development, production, distribution, and maintenance of all print and electronic material, including but not limited to year-round and festival program printed schedule, e-newsletters, fliers, posters, post-cards, printed and electronic ads.
- Copy editing promotional communications, including but not limited to year-round and festival program materials, promotional materials, letters, press releases, reports, proposals, etc.
- Collaborate in webpage maintenance, and ensure that new and consistent information is posted regularly across platforms, including but not limited to article links, stories, and events.
- Track and measure the level of engagement within sponsorships and membership.
- Submit event listings for community calendars and event publications.

Job Qualifications:

- Positive attitude, good team member, responsive to direction and input towards team goals and projects.
- Self-starter, able to work independently as needed, and entrepreneurial with a strong desire to learn.
- Willingness to take initiative and fulfill the responsibilities of the role of Communications Intern within a nonprofit entity.
- Able to keep calm under pressure and adapt to changes quickly.
- Excellent writing/editing and verbal communication skills required; bilingual in English and Spanish is a plus.
- Ability to transform content into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels.
- High energy and maturity with a highly collaborative style.
- Skills in working with Mac and PC based IT systems, GoogleDrive and Microsoft Office. Additional experience in FilemakerPro, Adobe Creative Suite and WordPress is a plus.

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Availability:

- Applicants must be available for 10 to 15 hours per week, which includes time in the office as well as work as needed from home (this may include week nights and weekends).
- Must be available additional hours from April 29 - May 10, 2016, including evenings and weekends.

Term of Internship:

January 20, 2016, through May 20, 2016. This is a non-paid, part-time, internship position. University or College Internship Credit may be earned with appropriate oversight and in accordance with the institution's degree plans.

How to Apply:

Email cover letter and resume to [entries \(at\) cinelasamericas.org](mailto:entries@cinelasamericas.org). Make sure to include "Communications Intern" in the subject line. No phone calls please.