



Urban League of Broward County

Summer Internship Program

Job Description

Title: Marketing Communications Intern

Classification: Intern (Unpaid)

Status: Temporary (June-August 2025)

Department: Philanthropy & Communications

Supervisor: As Assigned

Revision Date: April 2025

Summer Internship Program Description:

The **Urban League of Broward County's Summer Internship Program (SIP)** is a 10-week immersive, unpaid internship designed to offer undergraduate and graduate students hands-on experience working alongside teams across the organization. In its inaugural year, the program will host up to 12 students placed in various departments supporting both programmatic and administrative efforts.

Interns will contribute to meaningful projects that advance the League's mission of economic and social equity for historically underserved communities. Beyond day-to-day work, participants will engage in professional development sessions including Senior Management Brown Bag Discussions and networking opportunities with members of the Urban League's Young Professionals Network.

Essential Functions and Job Responsibilities

As the **Marketing & Communications Intern** in the Philanthropy & Communications Department, I will support storytelling efforts for the **Urban League of Broward County's 50th Anniversary** celebration. This milestone year provides a unique platform to amplify the voices of staff, clients, volunteers, and donors who have shaped the organization's legacy.

This internship is an excellent opportunity to build a portfolio while refining skills in journalism, photography, content creation, and strategic communications within a nonprofit setting.

- Collaborate with staff to identify and schedule interviews with story subjects including clients, volunteers, donors, and staff.
- Conduct interviews and take compelling photographs to visually support each story.
- Write and edit impactful narratives that highlight the Urban League's mission, impact, and 50-year legacy.
- Assist the Marketing Team in designing and presenting these stories for use across digital platforms, print, events, and archival purposes.
- Help draft and implement a content release strategy for internal and external communications channels throughout the anniversary year.
- Support day-to-day communications initiatives and other tasks as assigned.

Work Environment

This job is operated in a professional office environment, offsite venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and walk.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Job Specifications and Requirements

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework in communications, marketing and/or, journalism preferred.
- Experience with photography is helpful.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

Other

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

Compensation

- This is an unpaid internship.
- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

Application Process

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to hiring@ulbcfl.org. Applications will be accepted on a rolling basis through June 1, 2025.