

Marketing & Communications Internal Communications

Who is Water Mission?

Water Mission is a Christian engineering nonprofit that builds sustainable safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 60 countries, sharing safe water and the message of God's love. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

What is the opportunity?

The Internal Communications intern will work closely with the Public Relations team and report directly to our Internal Communications Manager within the department of Partnerships and Communications based in North Charleston, SC, with the option to work remotely.

The scope of this internship may include the following:

- Contribute to refreshing internal communications channels and tactics.
- Contribute to developing internal communications tools' tutorials and processes.
- Support current project needs, including collecting information to write stories for internal and external audiences.
- Other duties as assigned.

What is required?

- Currently enrolled in a Bachelor's degree program in Corporate Communications, Public Relations, or Marketing. (Preferred Junior or Senior-level)
- Cumulative GPA of 3.5 or higher
- The ability to commit to 20-30 hours per week is preferred.
- Water Mission is based in Charleston, SC, but this position is open to a remote candidate anywhere in the U.S.
- The ideal candidate will have research skills, be highly organized, be task-oriented, and enjoy working in a collaborative space.
- The candidate is self-motivated and able to manage projects and meet deadlines.
- Interest in learning internal communications technological tools (SharePoint, Teams, Constant Contact)
- Excellent grammatical/writing/editing skills and knowledge of AP style are a plus.
- Understanding brand guidelines' importance and the ability to adhere to them.
- Knowledge of Office Suite (Word, Excel, and PowerPoint). Strong command of Excel is a plus.

Specific projects:

- Create an intranet map for audit and management purposes.
- Upload and migrate information to the Water Mission intranet.
- Collaborate in the creation of an intranet manual.
- Create short intranet tutorials.
- Execute the design of a "Super User" training tutorial.
- Collaborate in refreshing the internal weekly global newsletter (new sections).
- Collaborate with the creation of the internal weekly global newsletter.
- Assist in activities related to new systems' implementation.