



Hyde Square Task Force | Communications Intern

Hyde Square Task Force (HSTF) is an award-winning youth community development based in the Hyde/Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded over 25 years ago, HSTF now engages over 1,000 youth ages 6–25 in college and career preparation, Afro-Latin arts mastery and cultural enrichment, and community-building

initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our work is guided by our **mission**: to develop the skills of youth and their families, so they are empowered to enhance their own lives and build a strong and vibrant community.

Position: Communications Intern, part-time, 4 – 6 hours per week

This is an unpaid internship; however, we are happy to coordinate with institutions of higher education to provide course credit.

Internship Summary: The Communications Intern will play a critical role in supporting the implementation of various communications strategies at Hyde Square Task Force. The intern's primary role will be to plan and implement the organization's social media strategy, in collaboration with staff and in alignment with the organization's mission and communications goals.

Responsibilities:

- Outline a detailed social media calendar for the duration of the internship that includes regular posts on Facebook, Instagram, and Twitter, in collaboration with the Director of Development and Communications and the Communications Coordinator and Graphic Designer.
- Propose strategies to increase visibility on Facebook, Instagram, and Twitter, in collaboration with the Director of Development and Communications and the Communications Coordinator and Graphic Designer.
- Draft text for posts on Facebook, Instagram, and Twitter.
- Utilize photo and video to create special content for social media pages.
- Document programs and activities utilizing photo and video.
- Archive photo and video content created for social media.
- Support and participate in organizational activities, events, and workshops as appropriate.

Qualifications:

- Possesses technical knowledge and experience in utilizing social media platforms (specifically Facebook, Instagram, and Twitter)
- Interest in nonprofit communications
- Interest in youth development, community development, and/or social justice work
- Bilingual in Spanish and English preferred
- Should be available a minimum of 4 hours per week, including at least one weekday afternoon, for at least one semester or 3 months

How to apply:

Interested candidates should submit their resume and cover letter to Barbara Civill, Director of Development and Communications, at barbara@hydesquare.org. No phone calls please.

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.