



The Immigrant Welcome Center Job Description: Marketing and Communications Intern

Department: Administration

Status: Intern – unpaid

Supervisor: Marketing and Communications Manager

Internship dates: Spring 2026 and/or Summer 2026. A minimum of 10 hours per week in-person per semester.

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, and mission-focused culture.

Position Summary

The Marketing and Communications Intern will work closely with the Marketing and Communications Manager to ensure that the department's functions and deliverables are successful. This internship will require regular use of social media platforms including Facebook, Instagram, LinkedIn, and YouTube. This role will also support public relations efforts, writing for other external communications channels, and creating content via Canva.

Responsibilities

- Assist in the strategic development and execution of social media (copy, images, and graphics) and annual marketing campaigns.
- Represent IWC at community events.
- Maintain and update relevant marketing data and assist with quarterly reporting.
- Take photos and videos at events.
- Aid with organizing and executing events.
- Generate awareness about immigrants through storytelling (storyboarding, interviews, filming, etc.).
- Monitor news coverage of IWC and topics related to IWC's scope of work.
- Assist with client walk-ins and helpline support.

Success Indicators

Success in this role is indicated by the following:

- Accurately and clearly documents and shares information
- Handles requests and assignments in a timely and quality manner
- Displays a positive attitude about the rights and opportunities for immigrants

Work Responsibilities & Requirements

- 10 hours per week in-person
- Evening and weekend work may be required, but flextime is available.
- Extensive administrative work on computer and phone.



Required Qualifications & Skills

- Junior in high school or higher
- Passionate about serving our immigrant population

Preferred Qualifications

- Fluency in another language
- Serving clients through professional or volunteer setting
- Experience with AP Style, graphic design, writing

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: IWC is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law.

This is an immediate opening, applications will be reviewed on a rolling basis.

Please email your resume (optional cover letter and references) to our COO, Christina Arrom Garza (carrom@immigrantwelcomecenter.org). Subject line should read: Applicant for Marketing Internship.