



Communications/Marketing Intern

Organization Overview: The *Cambodian Mutual Assistance Association (CMAA)* is a local nonprofit organization that focuses on improving the quality of life for Cambodian Americans, as well as other minorities and disadvantaged community members, throughout the city of Lowell, while giving back to the community through educational, cultural, economic, and social programs.

Duration: 3-4 months possibly year long.

Reports To: Communications & Development Manager

Job Summary: A Communications/Marketing Intern should be an enthusiastic and motivated individual that is interested in this role. As an intern, you will have the opportunity to gain valuable experience in communications, marketing, and public relations while supporting our organization's mission. We are seeking interns for the following areas.

1. **Content Creation for Weekly News & Bi-Monthly Newsletter**
 2. **Executive-Clients Engagement**
 3. **Events Outreach & Support**
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Key Duties and Responsibilities

- **Content Creation for Social Media, Weekly News, and Bi-Monthly Newsletter:**
 - Designing visually appealing graphics, infographics, and multimedia content to support our communication/marketing activities.
 - Taking pictures/videos, editing, and enhancing images and videos for usage in digital and printable materials.
 - Assisting in creating engaging content for various communication channels, including all forms of social media.
 - Assist in creating content for CMAA's Weekly News, including supporting and engaging guests.
 - Researching and writing articles and stories for CMAA's bi-monthly E-newsletter
 - Assisting with content collections, writing reports on activities and impacts.
- **Executive-Clients Engagement:**
 - Assisting the Executive and the Communications team in engaging with CMAA clients and the community.
 - Assisting in gathering and analyzing information collected and developing plans for implementation, when feasible.



- Assisting in keeping up-to-date events' data such as supporters and donors' information (e.g. CMAA's Annual Gala, Khmer New Year celebration, Annual Meetings, and ED's Listening Sessions.)
 - **Events Outreach & Support, assist in organizing and planning the following events.**
 - Khmer New Year
 - Annual Meeting and other workshops
 - Annual Fundraising Gala
 - Lowell Folk Festival, National Night Out, and Water Festival
- Outreach activities may include preparing necessary materials for events' tabling, and reporting.
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Requirements:

- Must have passion for the CMAA's mission and values.
 - Strong communication, organization, and interpersonal skills.
 - Basic knowledge of marketing and communication principles.
 - Familiarity with social media platforms and content creation software.
 - Ability to work independently and as part of a team.
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Benefits:

- Hands-on experience in communications and marketing.
 - Contribution to a meaningful cause and make a positive impact on the community.
 - Build your professional network and resume.
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Starting Date: On a rolling basis.

How to Apply: Interested candidates are encouraged to submit their resume and a cover letter (brief statement of interest) explaining why they want to intern at CMAA.

Please send your application to jobs@cmaalowell.org.

CMAA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, gender, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.