



**JOB TITLE:** Digital Communications Intern

**DEPARTMENT:** External Affairs

**REPORTS TO:** Marketing and Communications  
Manager

**FLSA STATUS:** Intern

**REVISION DATE:** May 21, 2026

**SALARY:** unpaid

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## **ABOUT ROBERTA'S HOUSE**

Roberta's House is a grief-support nonprofit providing safe spaces for healing to children, families, and communities affected by loss and trauma. We advance hope, resilience, and dignity through the delivery of high-quality, trauma-informed, grief-responsive, and evidence-based clinical services in full compliance with federal, state, and local regulations, accreditation standards, and professional ethical guidelines.

## **POSITION SUMMARY:**

As Roberta's House continues to grow, the Digital Communications Intern will play a key role in helping to shape the digital voice and expand the reach of Roberta's House by developing strategic and compelling messages. Key to achieving this goal is creating content across platforms, assisting in the launch of a new TikTok channel, producing podcast episodes for *Real Talk with Roberta's House* and contributing to email communications using Constant Contact and Salesforce.

The internship will provide real-world experience in digital strategy, content creation, and audience management. Interns will add to their professional portfolio and feature video, audio, communications, and social media content. In addition to directly contributing to the mission of a highly impactful non-profit organization, school credit may be available.

## **SUPERVISORY RESPONSIBILITIES: NA**

## **KEY RESPONSIBILITIES:**

- Create, schedule and manage social media content for Instagram, Facebook, LinkedIn, and TikTok
- Assist in the production and editing of podcast episodes for *Real Talk with Roberta's House*
- Assist in the launch and growth of Roberta's House presence on TikTok using original short-form video content
- Write blog posts, event recaps and website copy
- Maintain calendar content and assist in planning digital campaign content

- Draft, edit and manage email campaigns using Constant Contact and Salesforce
- Design graphics, reels and promotional materials using Canva or Adobe Creative Suite
- Track social media and email performance metrics to identify trends and opportunities
- Support website updates and maintenance

**Other Duties:**

- Other duties as assigned

**QUALIFICATIONS:**

- Undergraduate majors: Communications, Digital Media/Multimedia Design; Graphic Design, Journalism, Marketing, Public Relations, Psychology, or Social Work
- Graduate school majors: MBA with Marketing concentration, MPH or MSW
- Graduate programs in: Communications/Strategic Communications, Digital Media, or Integrated Marketing Communications
- Strong writing and editing skills
- Willingness to learn Constant Contact and Salesforce
- Experience with Instagram, Facebook, LinkedIn, and TikTok formats
- Experience with Canva, Adobe Creative Suite
- Basic video/audio editing (CapCut, Adobe Rush, GarageBand, Audacity)
- Must be organized and able to multi-task
- Interest in nonprofit organizations, mental health, or social impact communications

**Apply to:**

Resumes should be sent to: [HR@RobertasHouse.org](mailto:HR@RobertasHouse.org)

Applications will be reviewed on a rolling basis until the position is filled. Roberta's House is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.