



INTERNSHIP TRACK DESCRIPTION

Title: Creative Writing and Content Intern
Division: Marketing & Communications

Working Group: Communications
Reports to: Content Director

General Track Description

The Creative Writing and Content Intern will work closely with the Communications department to create content for Convoy of Hope. The intern should have an interest in the faith-based ministry of Convoy of Hope and have experience in writing stories, organizing information, and interviewing people.

Desired Learning Outcomes

1. Students will understand the role of content creation in a humanitarian context.
2. Students will recognize the ethics of storytelling and how to maintain dignity among the voices being represented.
3. Students will develop strategies in discerning important aspects of content and how to connect stories with similar themes.

Essential Duties & Responsibilities

1. Assists the Content Director in organizing the department's archive of stories. This would primarily consist of writing stories and summaries based on interview notes, recordings, and videos.
2. Assists the Communications team with their various content needs, which could include writing and editing social media content, press releases, scripts for videos, and stories for Convoy's website.
3. Supports the Public Engagement and Marketing teams with their various content-related projects.

Knowledge, Skills & Abilities

1. Currently pursuing a degree in writing, communications, journalism, library science, or a related field
2. Excellent organizational skills
3. Strong academic record
4. Excellent analytical and problem-solving skills
5. Strong attention to detail
6. Excellent verbal and written communication skills
7. Ability to work collaboratively in a team environment
8. Positive attitude and willingness to learn
9. Ability to receive feedback and constructive criticism
10. Positively represents the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies

Possible Projects Associated With This Track

1. Writing for the Convoy of Hope website
2. Curating and organizing Convoy of Hope's archive of stories
3. Assisting Public Engagement with social media content

This is a non-paid internship position. The Creative Writing and Content Intern will work closely with the Communications team to gain valuable experience. The internship will provide an opportunity for the candidate to learn and apply the concepts and principles of communications and marketing in a real-world setting.

Semesters Available: FA, SP & SU

Updated: 08/2025