



Communications Intern

ABOUT BO'S PLACE

Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in greater Houston and surrounding areas and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them as well.

JOB SUMMARY

The Communications Intern supports the Communications Director in promoting the mission, programs, events, and impact of Bo's Place through digital and print communications. This position provides valuable experience in nonprofit marketing, storytelling, social media management, content creation, and community engagement. The intern will assist with a variety of communications projects while helping maintain the organization's brand standards and public presence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with creating and scheduling content for social media platforms, including Facebook, Instagram, LinkedIn, YouTube, and other channels as appropriate.
- Draft social media captions, newsletter content, blog posts, and other communications materials.
- Support development and distribution of the organization's e-newsletter.
- Assist with website updates, content management, and routine maintenance.
- Help collect stories, testimonials, photos, and program highlights for communications and fundraising purposes.
- Support photography and videography efforts at programs, events, trainings, and special activities.
- Assist in the creation of graphics, flyers, presentations, and promotional materials using approved brand standards.
- Monitor social media engagement and compile basic analytics and performance reports.
- Conduct research on communications trends, nonprofit marketing best practices, and community outreach opportunities.
- Assist with annual campaigns, special events, fundraising initiatives, and awareness campaigns.
- Organize and maintain digital photo, video, and communications asset libraries.



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Communications Intern

- Provide administrative support for communications projects, including proofreading, editing, and project coordination.
- Attend occasional events and assist with event-day communications needs.
- Perform other duties as assigned by the Communications Director.

PREFERRED QUALIFICATIONS

- Current high school or undergraduate student aged 16+ interested in Communications, Marketing, Public Relations, Journalism, Graphic Design, Digital Media, Nonprofit Management, or a related field.
- Strong written and verbal communication skills.
- Excellent attention to detail and proofreading abilities.
- Familiarity with major social media platforms and best practices.
- Experience with Canva and Microsoft Office.
- Familiarity with website content management systems (WordPress preferred) is helpful.
- Ability to manage multiple projects and meet deadlines.
- Strong organizational skills and willingness to learn.
- Comfortable working both independently and collaboratively.
- Interest in nonprofit communications, storytelling, and mission-driven work.
- Sensitivity, professionalism, and respect when working in an organization serving grieving children, families, and adults.
- Positive attitude, creativity, initiative, and strong interpersonal skills.

GENERAL INFORMATION

This is an unpaid internship that reports to the office two (2) to three (3) days per week. Hours worked will align with intern availability and Bo's Place operating hours.

Reports to: Communications Director

TO APPLY

Please email resume to info@bosplace.org



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