The **Communications & Million Women Mentors Intern** will support the work of STEMconnector’s core communications, engagement, and partnership strategies by gathering audience insights, tailoring communications objectives, devising implications and executing strategies for STEMconnector initiatives across services. The Communications & Million Women Mentors Intern’s primary responsibility will be connecting with our vast network of volunteer leaders across the United States relating to the Million Women Mentors’ states initiative. Million Women Mentors is a movement to spark the interest and confidence in women and girls to pursue STEM careers and leadership opportunities through the power of mentoring. Currently in its sixth year in operation, Million Women Mentors far surpassed initial goals, achieving over one million completed relationships and two million pledges to mentor three years ahead of schedule. In anticipation of our annual Anniversary Awards Gala and Summit (October 2020), the intern will help track and record pledges and mentor relationships across the country from the past year, while explaining and expanding on the movement to get more individuals and organizations to join the movement. The intern will also help us identify and support our most active partners across the United States.

This role requires strong organizational skills, creativity, insight, and the ability to follow-through on multiple projects simultaneously. Applicant will need strong oral and written communication skills, a can-do attitude and ability to take leadership and responsibility to bring a key project together. The Communications Intern will receive general direction and consistent reporting to the Senior Director of External Relations & Strategic Brand Engagement. Under direct supervision, this position will manage the development of a broad range of communication strategies, outreach programs, plans, message management processes, and initiatives and outreach activities that effectively educate, inform, and build relationships with targeted stakeholder groups.

**What Are the Key Responsibilities?**

* Lead outreach and communications for Million Women Mentors’ BeCounted! Campaign
* Collect content for annual State of the States report (working with the Senior Manager, External Relations & Strategic Brand Engagement)
* Build a database of active MWM partners who are engaging in our network and seeking corporate partners in each state
* Create organized and effective workplans for reaching stakeholders across the nation
* Contribute to audience insights, objectives, and outreach tactics for various initiatives
* Edit and proofread documents for grammatical correctness, consistency, and branding
* Ensure adherence to quality standards, maintaining project documentation and archives, and reviews project deliverables.
* Administrative tasks as assigned
  + Setting up and facilitating meetings where needed and is responsible for tracking and analysis of projects.