

Virginia Digital Engagement Intern

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: Latina Institute Virginia seeks an intern who is passionate about reproductive justice to help engage, activate, mobilize, and organize supporters, activists, and allies of Latina Institute digitally. This includes supporting the base building strategies of the Virginia team and maintaining our state social media presence in Virginia. Over the course of 20 hours a week, the intern will assist our Virginia team in various tasks such as administrative, digital engagement, and civic engagement activities.

Reporting to the Virginia State Manager, the ideal candidate works well in teams, is passionate about organizing to elevate Latina/x power in the state and is tech-savvy.

As the Virginia Digital Engagement Intern, your week may include tasks such as:

- Collecting content from the state policy advocate and state field organizer to craft the monthly newsletter.
- Regularly checking the VA mailbox and forwarding emails of note/relevance to the state manager.
- Recording and inputting data into our EveryAction software.
- Uploading pictures/content onto our state social media pages (Facebook and X)
- Strategizing with the State Manager on how to grow engagement (i.e readership/viewership for the newsletter).

Location: Remote

Due to the nature of this role, you must be based out of Virginia and have strong knowledge of the Northern VA landscape.

Employee Status: Intern: Part Time, Non-Exempt

End Date: This internship will end on or about December 20, 2025.

Job Duties Breakdown:

50% - Crafting the Monthly Newsletter

25% - Creating and uploading content to state social media pages

15% - Administrative tasks

10% - Assisting the State team as needed

Responsibilities include (but are not limited to):

- Co-creation of online content using Latina Institute Virginia digital assets including, SMS, newsletters, emails, and other digital platforms (i.e. Canva).
- Coordination of the Virginia digital and social media calendar.
- Data entry for in person and virtual meetings via EveryAction Network
- Digital engagement and outreach activities to include:
 - Collaborating with VA Manager to develop concepts, adapt, and produce digital content to engage our online community to take action.
 - Supporting EveryAction database email distribution, template design, ensuring mobile-friendly deliverability, proofreading for clarity, grammar, and spelling.
- Assist VA field organizer with volunteer and activist virtual phone bank recruitment and follow-up for campaign and outreach efforts as well as events more broadly.
- Assist with other projects as assigned by the Virginia State Manager.

What You Will Need to Be Successful:

- Strong written and oral communication skills in English and Spanish required;
- Knowledgeable about digital and social media platforms (particularly Facebook, Twitter, EveryAction, and Canva);
- Well-organized, detail-oriented, and self-motivated;
- Dynamic written and interpersonal, communication, and relationship-building skills.
- Commitment to reproductive justice and other intersecting social justice issues;
- Cultural competency and experience working with Latina/x communities;
- Ability to work independently and as part of a team;

Compensation: \$20 per hour/20 hours per week

Benefits: This role is not eligible to participate in benefits, including but not limited to health/vision/dental insurance, 401(k) benefits, PTO and unemployment insurance.

Application Procedure: Please send your cover letter and resume to jobs@latinainstitute.org. Please include the subject line: **Applicant – Virginia Digital Engagement Intern**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.