



Communications Intern

For more than 20 years, [Excelencia in Education](#) has accelerated Latino, and all, student success in higher education by identifying institutional barriers and advancing evidence-based practices that drive system-level change. Through initiatives such as the [Seal of Excelencia](#), [Examples of Excelencia](#), and a portfolio of [research and policy work](#), *Excelencia* influences how colleges, universities, and decision-makers define, measure, and improve student success. This work is supported by communications that reach a national audience through the regular release of analysis, briefs, and newsletters, a growing social media presence, a full complement of materials related to programming, and the hosting of national, regional, and institutional events for a target audience of higher education leaders and practitioners, policymakers, funders, and other decision makers.

Excelencia is seeking a Communications Intern to support the implementation of a strategic, mission-driven communications function that advances Latino, and all, student success in higher education. This paid internship opportunity is open until filled. It will last for a minimum of three months, with the opportunity to extend in coordination with the candidate. In this role, you will work closely with the communications team to help execute day-to-day activities that strengthen awareness of *Excelencia's* research, programs, and national impact. You will assist in drafting and editing content across platforms, support social media and digital communications, and contribute to the development of materials for publications, events, and outreach. The Communications Intern will collaborate with colleagues across the organization, gaining exposure to how communications integrates with research, policy, and programming that includes institutional capacity building and engagement — all in a dynamic nonprofit environment.

This opportunity blends hands-on content creation with exposure to the systems and strategies that support effective communications. Building on established processes and a strong organizational voice, the intern will contribute to ongoing communications efforts while developing practical skills in writing, digital engagement, and project coordination. With access to experienced staff, a clear communications framework, and a mission that resonates with a wide audience, the role offers a meaningful opportunity to learn, contribute, and support work that informs leaders and drives transformation in higher education.

How You'll Make an Impact

This role reflects *Excelencia's* commitment to build its capacity to transform higher education for Latino, and all, students and ensure America's future through intentional



communications that address our current context and emerging opportunities to advance our mission. Over the course of the internship, success will look like:

- **Supporting consistent and effective communications** by contributing to content development and ensuring materials align with *Excelencia's* voice, brand, and organizational priorities across different media.
- **Enhancing digital engagement** by assisting with social media, newsletters, and website updates, while tracking basic metrics to understand what resonates with target audiences.
- **Collaborating with staff across the organization** to support communications efforts for research releases, events, and initiatives, contributing to a coordinated and mission-driven approach to outreach and storytelling.

Responsibilities

- Gain an understanding of *Excelencia's* mission, voice, position in higher education, and body of research, and apply this understanding to all communications materials.
- Assist in drafting and editing content for email campaigns, website updates, and other communications.
- Support the development and scheduling of social media content across platforms.
- Help translate complex research and policy information into accessible and engaging language for diverse audiences.
- Assist in implementing communications plans and tracking timelines for publications, announcements, and campaigns.
- Support coordination across teams to ensure consistency in messaging and materials.
- Assist with communications and outreach efforts for events and speaking engagements, including drafting promotional materials.
- Monitor media coverage and higher education news related to *Excelencia's* work and summarize relevant trends.
- Support the maintenance of media and stakeholder contact lists.
- Support tracking and compiling basic analytics for earned media, social media, eblasts, and website performance.
- Provide other administrative and project support to the communications team as needed.

Qualifications

- Strong written, digital, and verbal communication skills.
- Interest in communications, public policy, higher education, or nonprofit work.
- Ability to manage multiple tasks, stay organized, and meet deadlines.
- Attention to detail and willingness to learn in a fast-paced environment.
- Ability to work both independently and collaboratively.



- Familiarity with social media platforms and basic digital tools (e.g., Microsoft Office, Google Workspace, Hootsuite). Experience with tools such as Canva or Asana is a plus.
- Current undergraduate or graduate student or recent graduate in communications, journalism, public policy, or a related field.

Work Environment and Compensation

- You must live in MD, VA, TX, AZ, CA, IN, NM, FL, or DC to apply. Team members near Washington, DC, enjoy a hybrid schedule, working in the office two days per week. Remote employees work from home.
- This position will be paid on an hourly basis, ranging from \$20-30/hour, informed by level of experience and geography.
- You will work approximately 20-30 hours per week during the internship.
- You will be joining a highly collaborative organization dedicated to accelerating Latino student success, while increasing all student success, by supporting institutions to intentionally SERVE (not just enroll) Latino students. You'll work closely with a mission-driven team that values resourcefulness, teamwork, and celebrating successes.

About *Excelencia* in Education

Excelencia in Education leads a national network of results-oriented educators and policymakers transforming higher education to tap the talents of the Latino community and address the U.S. economy's needs for a highly educated workforce and engaged civic leaders. With this network, *Excelencia* ensures access to excellence by promoting student achievement, informing educational policies, and advancing evidence-based practices to more intentionally serve Latino, and all, students. For more information, visit: EdExcelencia.org

To Apply

Please submit your resume and a brief cover letter expressing your interest in the Communications Intern position to: Talent@EdExcelencia.org