

# Communications Intern

## About Parent Zone

[Parent Zone](#) is a social enterprise that sits at the heart of modern family life, providing advice, knowledge and support to shape the best possible future for children as they embrace the online world. We bridge the gaps between parents, policy and platforms, providing insights and knowledge in order to shape a better future for all.

Since 2005 we have worked with partners such as Google, Facebook and the Home Office to develop innovative projects, giving families information, support and advice.

We are optimistic about the future while recognising the challenges families face in bringing up children in a digital world - challenges we seek to ameliorate.

Our Creative and Communications teams deliver messages and resources that connect with our many audiences - on our websites, on social media and in the media. As part of the External Affairs Directorate, our Communications Function exists to amplify our voice and build our brand while delivering excellent communications to and with our many audiences.

As we grow as an organisation, in terms of both the scale of the projects we run and our own ambitious mission to improve outcomes for all children, we are seeking a Communications Intern to help take our communications activity to the next level.

## The role

This role will report to the Communications Manager and work alongside the Social Media and Marketing Associate as part of the Communications Function. Communications sits within our External Affairs Directorate, working alongside the Creative Function and the Policy Function to ensure our messages are reaching all of our audiences, including families.

The Communications Intern will:

- Support communications activity across all Parent Zone platforms and projects, including Be Internet Legends, delivered in partnership with Google
- Manage our member and subscriber mailings
- Manage Mailchimp, our email platform, including sending out and scheduling mailings and managing data
- Create engaging copy for all Parent Zone platforms and comms channels, including website, newsletters and social media

- Undertake tasks to support the delivery of Parent Zone projects as part of the wider Parent Zone team

## **Skills and experience**

The ideal candidate will have:

- Experience of writing copy for a range of communications channels
- The ability to create engaging content relevant to multiple audiences, adapting tone and style as appropriate
- A working understanding of email management platforms (eg Mailchimp) and customer relationship management systems (eg Capsule)
- An interest in parenting and the challenges facing families and young people in the digital age
- Excellent time management and organisational skills
- The ability to multitask and prioritise in response to changing demands