



Part-Time Communications Intern

Organization: Launcher

Schedule: 10 hours per week (in-office)

Additional Requirements: Evening event availability and local travel required

About Launcher

Launcher is a nonprofit organization dedicated to supporting entrepreneurs with the training, resources, and community they need to build thriving businesses. We work alongside small business owners to help them launch, grow, and access capital.

Position Overview

Launcher is seeking a highly organized, creative, and self-directed Communications Intern to manage and execute our external communications strategy. This part-time role will support storytelling, marketing, brand consistency, and event promotion across multiple platforms.

The ideal candidate is passionate about small businesses, comfortable working independently, and energized by capturing the stories of entrepreneurs in action.

What you'll gain: We have designed this position to give you a unique insight into what it means to be an entrepreneur. You'll be hearing their stories, crafting their message, and showing their light to the world. This experience is for you if you're interested in entrepreneurship, marketing, nonprofits and where those worlds intersect.

Key Responsibilities

Content & Storytelling

- Become familiar with the Storybrand messaging framework, and position Launcher as the guide in the entrepreneurial story.

- Develop and manage a monthly content calendar
- Write and schedule social media content (LinkedIn, Instagram, Facebook)
- Draft newsletters, press releases, and website updates
- Capture and share entrepreneur success stories
- Ensure consistent brand voice and messaging

Event Promotion & Coverage

- Promote workshops, pitch competitions, and community events
- Attend select evening events to capture photos, video, and testimonials
- Provide post-event recap content

Brand & Asset Management

- Maintain photo and video library
- Oversee basic graphic design needs (Canva or similar tools)
- Ensure brand consistency across platforms

Qualifications

- Strong writing, proofreading and editing skills
- Comfortable attending and working occasional evening events
- Ability to work independently and manage deadlines
- Photography and/or short-form video skills preferred
- Familiarity with nonprofit or small business ecosystem a plus

Schedule & Expectations

- 10 in-office hours per week (schedule flexible, coordinated with team)
- Must attend and cover key evening events (advance notice provided)
- Local travel required for events and entrepreneur spotlights

Compensation

\$15-19 per hour rate commensurate with experience, plus federal mileage rate as applicable by law

To Apply

Please submit:

- Resume
- 2–3 writing or social media samples
- A brief statement on why supporting entrepreneurs matters to you

