



Media Intern, Fund for Guaranteed Income

Location: Remote – Available / Online during weekday hours (9 AM - 5 PM) PST

Employment Type: Part-time 3 Months min.

Salary: Unpaid

About the Role

The [Fund for Guaranteed Income](#) (F4GI) is a non-profit startup redesigning how families access and use the social safety net. F4GI is seeking a Director of Finance to join our team. We are seeking a motivated Communications Intern to support our communications efforts and work closely with Ysenia, our Communications Lead. The ideal candidate is passionate about nonprofit communications and excited to contribute to our mission. Core responsibilities include assisting with media outreach, content creation, and design projects, while also helping to alleviate the administrative workload of the communications team. This role requires strong organizational skills, a collaborative spirit, and the ability to manage multiple tasks independently. Integrity and a proactive approach are key. The responsibilities outlined below will be supported by our dedicated communications lead.

Job Responsibilities

- Content Creation: Assist in developing communication materials, including newsletters, flyers, and social media content that align with F4GI's mission and values.
- Admin: Assist in maintaining social media calendar.
- Graphic Design: Utilize graphic design skills to create engaging content for various platforms, ensuring all materials are visually compelling and on-brand.
- Research & Strategy: Assist in researching media opportunities and developing strategies to enhance F4GI's visibility and engagement within the community

Skills and Qualifications

- Currently pursuing or recently completed a degree in Communications, Marketing, Graphic Design, or a related field.
- Strong interest in social justice, economic equity, and nonprofit work.
- Familiarity with social media platforms and content management systems.
- Basic graphic design skills (experience with tools like Figma, Canva, CapCut preferred).
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a remote setting.
- Strong organizational skills and attention to detail.

To Apply

Please submit your resume and cover letter to careers@f4gi.org. Applications will be reviewed on a rolling basis until the role is filled.

F4GI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We encourage candidates of all backgrounds to apply.