

Job Title: Communications Summer Intern
Location: Hybrid with a minimum of one day on site in El Segundo, CA
Reports To: Program Staff
Duration: Summer 2026 (Approx. June- August)
Hours: Part time; 15–25 hours/week, flexible
Compensation: \$19.50 /HR or Available Academic Credit

ROLLING APPLICATION WITH LAST ACCEPTANCE DATE ON MAY 11th 2026

About CWLC:

The California Women's Law Center (CWLC) is a non-profit organization committed to advancing justice for women and girls through transformative litigation, legislative advocacy, and education. CWLC focuses on its core issues of gender discrimination, violence against women, women's health, and economic security.

Overview of Responsibilities

This role offers hands-on experience developing and executing a communications strategy for a mission-driven nonprofit. The intern will assist in building a digital communications calendar and creating digital content that expands CWLC's audience and amplifies its impact.

Key Responsibilities

Communications Strategy Development & Implementation

- Assist in assessing current communications channels and audience reach
- Conduct sector research to identify effective nonprofit communications practices
- Support development of a summer and fall communications strategy aligned with organizational focus areas
- Create and maintain a structured communications and content calendar
- Help establish messaging themes and consistent brand voice
- Execute scheduled campaigns

Content Creation & Digital Communications

- Draft social media content, newsletters, website updates, and announcements
- Develop storytelling content highlighting programs and community impact
- Create graphics content using platforms such as Canva or Adobe tools
- Adapt messaging across platforms including Instagram, LinkedIn, Facebook, and email
- Monitor engagement and respond as necessary

Analytics & Reporting

- Monitor performance metrics across digital platforms
- Provide periodic summaries of engagement and trends
- Recommend adjustments to improve reach and effectiveness

Preferred Qualifications:

- Currently pursuing or recently completed coursework in Communications, Public Relations, Marketing, Journalism, Nonprofit Management, or related field
- Strong writing and editing skills with attention to tone, grammar, and clarity

- Familiarity with major social media platforms and content best practices
- Organizational and project management skills
- Ability to work independently in a small-team environment
- Interest in nonprofit or mission-driven work
- Experience with Canva, Google Workspace, or basic video editing tools preferred

Learning Outcomes:

By the end of the internship, the Communications Intern will have:

- Participated in building a real-world nonprofit digital communications strategy
- Developed a professional portfolio of published content
- Gained experience creating and managing a communications calendar
- Learned nonprofit media outreach and audience development practices
- Contributed measurable growth to organizational visibility

Application Procedure

Send a cover letter, resume, and portfolio to cwlc@cwlc.org with the subject line “CWLC Communications Application 2025.”

CWLC is an equal opportunity employer. We are committed to creating an inclusive workplace and do not discriminate on the basis of race, color, religion, creed, national origin, ancestry, citizenship status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, age, physical or mental disability, medical condition, genetic information, military or veteran status, or any other status protected by federal, state, or local law.