Boston University Women’s Guild Communication Internship

Overview: The Boston University Women’s Guild (BUWG) is an on-campus volunteer organization made up of staff and faculty across BU’s schools and departments, who join together to network, explore our wide-ranging interests, and support women graduate students at the University. Throughout the academic year, we offer engaging programs: book signings, seminars and workshops, art shows, music and theater performances, wine-tastings, cooking demonstrations, meetups, and more. Part of our core mission is to support BU women graduate students over the age of 30. Annually, the BUWG gives awards to BU women of excellence from all over the world to assist them in following their academic and professional dreams.

Position Description: The BUWG is seeking an organized and motivated undergraduate student in the College of Arts & Sciences to work with our Communications Committee. This opportunity may be a good fit for students who are interested in any of the following areas: journalism, communications, creative writing, management of volunteer organizations, fundraising, and women’s studies.

Hours are flexible within standard business hours and some work may be completed independently.

Responsibilities: Primary responsibilities include creating events flyers in digital and print versions and assisting the Committee with digital media posts, social media, and content creation.

Candidate Requirements:

- Excellent written communications skills
- Strong organizational skills and attention to detail
- Time-management skills and ability to meet project deadlines
- Knowledge of Graphic design software (Adobe Illustrator, Photoshop, and InDesign)
- Proficiency in digital media (Facebook and Instagram)
- An interest in photography would be helpful

Professional Growth and Development

- An opportunity to build their design and communications portfolios, and a chance for their original work to be acknowledged and distributed widely
- Learn about events management and the management of a voluntary association
- An opportunity to network with women who work in a range of professional roles across the university
- Real-world experience in an office environment