

Policy, & Digital Communications Internship

ERA Coalition Forward

Remote | Headquartered in Washington, DC & VA

About ERA Coalition Forward

ERA Coalition Forward, a 501(c)(3), is a national organization that educates and mobilizes the public on the need for gender equality in the Constitution. We seek bold change to enshrine gender equality in the Constitution in order to ensure full gender equality under the law. Our sister organization, the ERA Coalition, a 501(c)(4), convenes a diverse coalition of over 300 partner organizations representing 80 million people, fighting to publish the Equal Rights Amendment to the U.S. Constitution.

About the Role

ERA Coalition Forward is seeking a highly motivated and creative intern to support both our policy and digital communications work. This combined role is ideal for someone passionate about gender equality and constitutional advocacy who wants hands-on experience across two high-impact functions: public policy research and action, and social media and digital storytelling. The internship is part-time and unpaid, but is available for academic credit.

Reports To

Chief Programs and Policy Officer (policy work) and Social Media and Digital Communications Lead (communications work).

Responsibilities

Public Policy & Action

- Research and outreach for ERA Coalition's Elect Equality Program, engaging with congressional candidates to share their position on the Equal Rights Amendment.
- Monitor and maintain records on ERA legislation at the federal and state level.
- Research and maintain contact lists for congressional offices and organizational partners.
- Conduct research and draft reports, fact sheets, blogs, and other written materials.
- Attend meetings, take and prepare draft notes for circulation.
- Assist with day-to-day logistics, including administrative responsibilities related to our work.

Social Media & Digital Communications

- Work closely with the Social Media Strategist and Communications Director to assist with digital strategy.
- Write and produce short-form videos for social media platforms (TikTok, Reels, and Shorts).
- Help with content for video interviews and support our Equal Voice | Equal Vote campaign.
- Write and research blog posts on issues around equality, social justice, and the Equal Rights Amendment.
- Create social media copy for Instagram, Twitter, Facebook, and LinkedIn, including event promotion and equality-focused content.
- Maintain and update the content calendar.
- Attend and support local events to capture photo/video content as needed.

Requirements

- Currently enrolled in college or a recent graduate, or equivalent experience.
- Strong research and analytical skills.
- Excellent written and verbal communication skills; detail-oriented and able to manage multiple tasks.
- Willingness to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite and Google Suite.
- Knowledge of and familiarity with TikTok, Instagram, Twitter, LinkedIn, YouTube, and Facebook platforms and trends.
- Comfortable speaking on camera to record short-form video content.
- Ownership of a smartphone with camera and video capabilities.
- Relevant coursework in political science, gender studies, social sciences, or communications preferred.
- Familiarity with video editing apps like capcut
- Self-starter with a passion for social issues and gender equality.

This is an unpaid internship. Academic credit is available.

ERA Coalition Forward is an equal opportunity employer committed to diversity and inclusion.