

Impact Work

Intern, Marketing and Communications

Do you enjoy organizing, editing, and turning raw materials into polished, reusable content? Are you excited by the idea of helping an organization build systems and templates that make marketing and communications easier, faster, and more impactful?

If so, we want to hear from you!

About the Organization

Empact helps teams and leaders build workplaces where people actually love to work. We focus on systems, culture, and experiences that let employees do their best work and make work feel less like a grind. We partner with companies to create people-centered strategies, tools, and processes that boost performance, engagement, and impact without burning people out.

For more information on Empact, please visit www.empactwork.com.

About the Organizational Structure

Role Purpose: The Marketing & Communications Intern will help Empact build a robust library of reusable content and media resources **while also supporting brand visibility through outreach and engagement**. This includes organizing and editing media, developing templates and systems that make marketing more efficient, and helping nurture Empact's network by promoting events, engaging on LinkedIn, and identifying collaboration opportunities. Without this role, content production and outreach would be slower, less organized, and harder to scale.

Job Level: Intern-level, contributing to marketing and communications efforts while working under the guidance of the Operations team.

Reporting & Collaboration

- **Direct Manager:** Reports to the Manager of Operations.
- **Collaboration:** Works closely with Client Services, and Operations teams to create content and campaigns.

Responsible For: Spend your time on these Inputs

60% Media Editing & Resource Development: Cut and edit video clips, training recordings, and other materials to create a library of reusable content. Organize assets into systems and templates for future campaigns.

25% Content Creation Support: Assist with drafting social media captions, scheduling LinkedIn posts, and supporting email campaigns as needed.

15% Analytics & Collaboration: Track content performance, suggest template improvements, and help grow Empact's network by reaching out to membership groups, podcasts, and event hosts. Engage on LinkedIn to boost visibility, promote events, and ensure consistent messaging across platforms.

Accountable For	Model Our Orientations	Autonomy & Decision Making	Competencies (Skills & Knowledge)
- Build a well-organized library of video clips, training, and marketing collateral ready for reuse. - Develop templates and systems to streamline future content creation. - Support 1–2 marketing email campaigns or social posts using the new content library. - Deliver clear, easy to use guidelines and SOPs for using and updating media assets.	Solutions: Take initiative to improve content and engagement strategies. Learning: Try new approaches, test what works, and adapt based on results. Courage: Share ideas and experiment with creative ways to reach audiences. Inclusion: Collaborate with team members and honor their perspectives in messaging.	- Decide and propose content ideas for posts and campaigns. - Elevate findings and recommendations to the Manager of Operations. - Suggest improvements to messaging, visuals, and campaign strategy.	- You should be good at: Writing and storytelling, social media engagement, basic analytics, collaborating with others. - You should know or be ready to learn about: LinkedIn, email marketing tools (GoDaddy, Microsoft 365 Marketing Tools), content creation, and digital engagement strategies.
If you have capacity or interest, you may also: - Develop a simple tagging or folder system to categorize content by topic, audience, or format. - Create a one-page Empact Brand Voice Guide to capture tone, style, and visual examples for future use. - Help draft a basic content calendar or tracker for recurring post themes. - Build a mini “highlight dashboard” summarizing engagement or reach of select posts.			

How to Apply:

Submit your resume and a short cover letter that helps us understand who you are and why you’d like to intern with Empact. For questions about this position, contact **Nautrie Jones** at nautrie@empact.work. The hiring process includes one interview and an opportunity to meet our COO and Manager of Operations.

Benefits and Compensation:

- Duration:** 10 weeks, Spring 2026
- Stipend:** \$1,800
- Hours:** ~10 hrs/week

This position is a collaboration with the Institute for Leadership and Social Impact (ILSI) at Georgia Tech. The student selected for this position will receive a Social Impact Fellowship from ILSI in the amount of \$1,800 upon verification of their eligibility for a scholarship with the Financial Aid office. Students are expected to work 10 hours a week for 10 weeks. Students need to be enrolled full-time. ILSI will handle onboarding and the payment process, and Fellows are expected to complete deliverables about their experience.