



Position: Communications Intern

Location: Remote or Hybrid

Time Commitment: 10–15 hours/week

Reports to: Communications Director

Compensation: Stipend: \$1800

About Orchard:

Orchard is an environment for dreamers, do-ers, and those committed to taking steps of faith to serve those in their community. We exist to see a world where Christ is known by the actions of His followers. Through comprehensive training and time-tested resources, we empower Christians to activate their influence for the betterment of their communities, all for God's glory.

Orchard has a rich history of serving the Atlanta community and beyond, empowering over 150 nonprofits across 5 states and 3 countries. As we embrace new initiatives to impact individuals and business owners, our culture remains focused on collaborative growth.

Position Overview:

Orchard is seeking a creative, detail-oriented Communications Intern to support our marketing and engagement efforts. This intern will play a key role in helping us communicate our mission effectively across multiple platforms. From donor outreach to social media storytelling, you'll gain hands-on experience in nonprofit communications while making a tangible difference.

Key Responsibilities:

- Assist in drafting and designing **email campaigns** and **monthly newsletters** to keep stakeholders informed and engaged
- Support the creation and distribution of **donor-related mailings**, including appeals, thank-you letters, and impact reports
- Collaborate on content planning, drafting, and scheduling for **social media** (Instagram, Facebook, LinkedIn)
- Help brainstorm, draft, and edit **stories, blog posts, and video scripts** that highlight the impact of Orchard and our partners

- Maintain organized communications files and help with **basic reporting** (email open rates, social performance, etc.)
- Participate in creative team meetings and contribute fresh ideas to amplify our message

Ideal Candidate:

- A student or recent graduate in Communications, Marketing, Journalism, or a related field
- Strong writing and editing skills with a keen eye for detail
- Familiarity with email platforms (e.g., Mailchimp) and social media tools (e.g., Canva, Buffer, Meta Business Suite)
- Passion for storytelling and a heart for faith-based, purpose-driven work
- Self-starter with the ability to manage time, take initiative, and meet deadlines
- Comfortable working remotely and collaboratively with a small, mission-focused team

What You'll Gain:

- Real-world experience in nonprofit communications and marketing
- A portfolio of work demonstrating your contributions
- Mentorship from experienced communications professionals
- The opportunity to contribute meaningfully to a growing, Christ-centered organization

To Apply:

Email Bradley Tomlinson at btomlinson@meetorchard.org with your cover letter and resume.

This internship 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 on average. Students need to be enrolled full-time. ILSI will handle onboarding and the payment process, and Fellows are expected to complete a blog post about their internship experience and participate in one Fellowship event with ILSI.

To learn more: Visit us at <https://www.meetorchard.org/> or on LinkedIn.