



Communications Intern Role Description

Reports To: Julia Bessen, Director of Operations

Works Closely With: Operations team, Media team and Social Media specialists

Job Type: Summer Seasonal / Temporary

Duration: May–August

Position Overview

The Communications Intern supports the Director in the management of camp communications. Responsibilities include assisting with outward communications such as blog posts, creation of on-site communications, managing Director level team communications, and social media tasks as outlined below. Additionally, the Communications Intern handles various unplanned tasks that arise during the day.

Key Responsibilities

- **Outward Communication Management:** Outward facing communication projects may include but are not limited to:
 - Daily Blog Post and Micro Posts - posted by 9:30 PM nightly with complimenting photos
 - Get to Know Your Staff!
 - Creation and editing of End of Summer letters to families
 - Social Media & Team Management including:
 - Meeting with Social Media managers and Photographers
 - Ensuring Marketing goals and KPI's are being met
 - Taking content when necessary
 - Reviewing posted content and CampInTouch posts
 - Editing and uploading events such as The Musicals, Fine Arts Fets, and 5/10 Year Speeches
 - Scheduling and managing cabin photos
- **On-Site Communication Projects**
 - On-Site communication projects may include but are not limited to:
 - New Camp signage as needed
 - Organization of digital communication & marketing assets
 - Pickup and Drop Off signage and marketing materials
 - Updating Dining Hall screens with daily photos and menus
- **May also include: Development Support**
 - Communicating with alumni via social media
 - Board Meeting Support
 - Guest Relations (alumni and board)

Skills

The Communications Assistant is ideally proficient in Google Drive Suite, as well as basic online editing softwares including Canva and CapCut. The Communications Assistant must have an eye for detail, strong organizational skills, the ability to manage their own time, and management of the effective communication between teams and partners.

Qualifications

- Current undergraduate student or recent college graduate.
- Strong written and verbal communication skills with excellent attention to detail.
- Creative, organized, and able to manage multiple projects and deadlines.
- Ability to work independently, take initiative, and collaborate effectively with a team.
- Proficiency with Google Workspace, including Google Drive and Google Docs.
- Experience with or willingness to learn Canva, CapCut, and other basic digital editing tools.
- Familiarity with social media platforms and digital content creation.
- Ability to adapt to a dynamic, fast-paced summer camp environment.
- Strong interpersonal skills and the ability to communicate effectively with staff, families, campers, and external partners.
- Strong connection to and understanding of Beber Camp is preferred.

Internship Experience & Perks

- Work directly with Beber Camp's Communications Director and broader leadership team.
- Gain meaningful professional experience in communications, social media, content creation, digital marketing, and project management.
- Participate in professional development, mentorship, and the summer internship cohort.
- Serve as a member of the Beber Camp Leadership Team for Summer 2027.
- Receive leadership-position compensation in accordance with the Beber Camp Internship Program.
- Dedicated office space alongside other interns.
- Opportunity to take ownership of projects and help shape the continued development of Beber Camp's internship program.

How to Apply

Apply through the Beber Camp website or Julia Bessen at julia@bebercamp.com.

Equal Opportunity Statement

Beber Camp is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, age, disability, sexual orientation, military status, or national origin.

To learn more about the Beber Camp Internship Program, visit:

<https://www.bebercamp.com/news/when-camp-and-career-dont-have-to-compete>

This job description is not intended to be an exhaustive list of all responsibilities. Additional duties may be assigned by supervisors or outlined in training materials.