

Editorial & Media Communications Intern – Job Description

Department: *Communications & Member Engagement*

Immediate Supervisors: *Associate Director of Communications & Editorial Content and Associate Director of Member Development & Engagement*

Job Description

The Content Creation Intern will support two major initiatives within the Engagement & Communication Department. Reporting to both the Associate Director of Communications & Editorial Content and the Associate Director of Member Development & Engagement, the intern will be responsible for carrying out projects vital to the Fraternity. They will assist *The Magazine of Sigma Chi* editorial team with producing sections of the magazine in addition to writing and publishing content across Sigma Chi's digital channels. The intern will have the opportunity to be credited for this work. They will also serve as the primary driving force from the Fraternity behind the *Signature Series*, the Fraternity's webinar content highlighting alumni stories and providing updates and information to the membership.

Duties and Responsibilities

- Assist *The Magazine of Sigma Chi* editorial team with the following sections of the magazine:
 - Produce the Character-in-Action, chapter installation and other Fraternity programming and human-interest stories.
 - Format submitted content for Alumni Almanac, Campus Chronicles and Chapter Eternal sections.
 - Write brief obituaries for Order of Constantine Sigs and Significant Sigs using existing family obituaries and Fraternity records for the magazine's Chapter Eternal section.
- Administer the *Signature Series* video program, which includes:
 - Serve as the main point of communication with speakers, including recruitment, sending pertinent preparatory information, etc.
 - Develop run of shows, including gathering speaker information and generating questions.
 - Coordinate with the Marketing team to create promotional images and execute a marketing campaign for each event.
 - Co-produce all live and recorded events via Streamyard, including running the pre-show meeting with speakers and moderating event chats on platforms.
 - Attend monthly Webinars Working Group (Member Engagement Subcommittee) evening meetings for brainstorming topics, speakers, and questions.
- Collect and curate member stories for the website and online community blog, while also encouraging and supporting members to contribute their own blog posts where applicable.
- Provide support to the Engagement & Communications Department in the production of various projects as assigned.
- Attend the 2026 Krach Transformational Leadership Workshop (TENTATIVELY July 29 – August 1, 2026).

Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing pursuing a bachelor's degree or career in communications, marketing, journalism, English, or similar.
- A submission of two writing samples is required (such as passage of essay, news article, newsletter, well-written social media post, blog posts, etc.)
- Experience working for a student newspaper, podcast or similar outlet is preferred.
- Knowledge of AP Style and Canva is preferred.
- Have excellent writing, interviewing, and communication skills, including use of email and phone call.
- Professional, personable demeanor and experience working with alumni/distinguished guests.

- Motivated self-starter with a strong sense of discipline, personal responsibility, and interpersonal skills.
- Ability to work with private and/or confidential information.
- Reliable Wi-Fi connection and device with camera and microphone.
- Availability on occasional weeknights.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.