



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Communication & Marketing Intern

Job Summary

Zakat Foundation of America (ZFA) is an international charity organization that helps generous and caring people reach out to those in need. Our goal is to address immediate needs and ensure the self-reliance of the poorest people around the world with Zakat and Sadaqa dollars of privileged Muslims and the support of other generous donors.

The Communication Intern will work closely with Communications staff to help maintain the project excellence and quality standards in a manner that is consistent with ZFA's guiding principles, mission and vision. The Communication Intern will report to the Communication & Marketing Director.

Duties and Responsibilities

- Assist in developing and editing digital and print marketing materials
- Support social media content creation and scheduling
- Contribute to email campaigns, newsletters, and website updates
- Help maintain brand consistency across platforms
- Conduct basic research on campaigns and audience engagement
- Offers administrative assistance to communication staff
- Ensures good communication and flow of information within the communication department.
- Photocopies and scans documents as needed.
- Help create fact sheets to report and to highlight activities for Communication Dept.;
- Compile, maintain and document the projects related reports, daily work records, and other relevant documents.
- Participates and prepares internal/external meeting minutes & assists in its documentation.
- Attend communication meetings.
- Assists in organizing events and all related logistical arrangements for the planned activities.
- Performs other duties and tasks as per the request of director.

Requirements

1. Design and visual storytelling skills
2. Must be over 18 with an interest in non-profit work
3. Must be able to work for a minimum of 15 hours a week
4. Ability to work independently and autonomously
5. Willingness and passion to support Zakat Foundation of America's mission and vision
6. All applicants must be US citizens, US permanent residents, or otherwise legally authorized to work in the U.S. No visa sponsorships.
7. Strong organizational, analytical, interpersonal, and oral/writing communication skills required.
8. Experience with Microsoft Office Suite required
9. Ability to exercise sound judgment, take responsibility for meeting deadlines.
10. Experience with Adobe InDesign, Illustrator, and Photoshop preferred
11. Bilingual skills a plus



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12. Confidentiality: Assure discreet handling of all business.

Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. In Head Quarter office in Bridgeview, IL.
4. Equal opportunity employer

To Apply

1. Submit a resume. Incomplete applications will not be considered.
2. Email applications to jobs@zakat.org YOURLASTNAME in the subject line.
3. No phone calls will be accepted regarding this position.