National Diaper Bank Network

Position Description
Communications Intern
Applications due: Friday, February 20th, 2026

Position Summary:

The Communications Intern plays a collaborative role in supporting the National Diaper Bank Network's (NDBN) External Affairs team. This internship provides a unique opportunity to contribute to NDBN's communications areas, primarily by creating and collaborating on materials to support current and future communications projects, initiatives, and events.

In this internship, you will perform the following duties:

- Assess current communications assets and provide updates as instructed
- Support annual events, some of which occur during the term of the internship (i.e. Period Poverty Awareness Week, National Diaper Need Awareness Week, Alliance for Period Supplies Lobby Days, and NDBN Lobby Days)
- Attend internal and external virtual meetings with NDBN staff
- Create a final presentation based on an area of interest in this work
- Other projects as assigned

In this internship you will learn:

- Communications Skills Development: strengthen journalistic writing, strengthen social media, and graphic design skill set aligned with organizational branding, gaining knowledge of the anti-poverty landscape, and prepare materials for NDBN members and partners.
- Professional Skills Development: Speaking, writing, interpersonal, teamwork, leadership, and listening.
- Professional Behavior and/or Knowledge: Develop and strengthen skills in public relations, social media, branding, analysis, time management, teamwork, multi-tasking, initiative, adaptability, and project completion.

Requirements:

- Educational Background: Currently enrolled in or recently graduated from a degree program in communications, journalism, marketing, gender studies, public policy, communications, social sciences, management or a related field.
- Knowledge and Interest: Demonstrated interest in journalism, marketing communications, public relations, social justice, or related areas, particularly in issues related to child poverty, period poverty, diaper need, women's health, or similar social concerns.
- Communication Skills: Excellent written and verbal communication skills, including the ability to create clear and concise materials for various audiences, such as NDBN members, policymakers, interest groups, and the general public. Knowledge of AP Style is a plus.
- Organizational Skills: Effective organizational skills to manage multiple projects simultaneously, meet deadlines, and prioritize tasks efficiently.
- Teamwork and Collaboration: Ability to work collaboratively with colleagues within the External Affairs team, as well as with external partners and coalitions.
- Initiative and Adaptability: Proactive approach to problem-solving, willingness to take initiative, and ability to adapt to changing priorities and situations.
- Proficiency with Technology and Remote Work: Comfortable using various software tools and platforms for graphic design, research, data analysis, social media (Facebook, LinkedIn, Instagram, Twitter, etc.), and presentation creation (e.g., Canva, Meltwater, Microsoft Office Suite, Google Workspace, Zoom, etc.). Must have a quiet place to work, reliable internet access, and their own computer. Hardware (computers, monitors, etc.) will not be provided, but software (Canva, Zoom, Email, etc.) will be provided.
- Availability: Ability to commit to the duration of the internship and fulfill the required hours, including attending meetings and events as necessary.
- Legal Eligibility: Eligibility to work in the U.S.
- Professionalism: Conduct oneself in a professional manner at all times, maintaining confidentiality as needed, and adhering to the organization's code of conduct and policies.

Duration:

The internship is a 300-hour commitment, with interns expected to fulfill the required hours and responsibilities from May 11th to August 8th (flexible start and end dates). Most required meetings and recorded work hours will occur between 9 a.m. and 5 p.m. ET. Intern and their supervisor will create a schedule of dedicated and consistent working hours.

Stipend:

The internship offers a stipend of $4,500 for the duration of the program, intended to support living expenses and other related costs during the internship period. Interns will need to provide a Form W-9. Detailed information regarding stipend payment procedures will be communicated to interns upon acceptance into the internship program.

The National Diaper Bank Network provides equal opportunity employment to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age,

disability, or genetics. The National Diaper Bank Network values a commitment to equity, justice, and civil rights

Questions? Email sydney@diaperbanknetwork.org