

Programs (Online Learning, Content & Development) and Communications Intern

About Us

At *Responsible Sourcing Network (RSN)* we are dedicated to ending human rights abuses and forced labor associated with the raw materials found in the products we use every day. Our mission is propelled by the formation of strategic partnerships across a spectrum of stakeholders, encompassing other NGOs, brands, and advocates for human rights. *RSN* is proactive in facilitating impactful change by addressing critical areas such as the sourcing of minerals from areas fraught with conflict and high-risk, as well as the presence of forced labor in cotton production.

Through our leading initiative, *YESS: Yarn Ethically & Sustainably Sourced*, we're dedicated to removing modern slavery from the roots of cotton production. By adopting a due diligence approach, *RSN* aims to excise cotton tainted by forced labor from the apparel supply chain. This endeavor is championed by the active engagement of our member-based consortium of global brands and industry participants. In synergy with sustainable cotton initiatives and various programmatic efforts, *RSN* strives to foster a standardized due diligence framework for the industry at large.

RSN's commitment extends to providing companies with tools to align with anti-slavery and due diligence regulations, training mills to establish robust due diligence systems, and creating an industry-wide list of verified ethical spinners and mills.

For more information, please visit our [website](#).

Overview

We are looking for a dedicated *Programs and Communications Intern* for the spring and/or summer who is available to work a minimum of 15-20 hours per week for a 3-month commitment. We are flexible about the start and end dates. This role will support two key areas:

- The development of our E-Learning platform, which will be used by a variety of stakeholders around the world. This position will involve supporting content creation, including writing, scripting, and multimedia production for educational modules aimed at enhancing due diligence in the textile supply chain.
- Support our *Stakeholder Engagement Coordinator* with boosting *RSN's* visibility and engagement through strategic social media management, cohesive brand messaging, and multimedia content creation, including promotional video work. This role will also encompass media monitoring, communications material development, and enhancing public outreach efforts.

Core Internship Responsibilities

1. Program Support

- Support program staff with basic organizational and research tasks, as needed.

2. E-Learning

- Assist the *Director of Program Development* and other staff, in planning and developing e-learning modules for our stakeholders, focusing on areas such as our *YESS Standards* and due diligence processes.
- Gain experience writing and scripting engaging content tailored for interactive learning in the textile industry.
- Produce and edit video content using tools like Final Cut Pro.
- Create content with AI-powered tools, ensuring clarity and accessibility.
- Support the design and implementation of e-learning courses and the use of a Learning Management System, Docebo.

- Co-lead feedback sessions and in content reviews and revisions to ensure the highest quality of learning materials.

3. Communications

- Research news items to post and increase RSN's presence with traditional media, and traffic to RSN's Facebook, Twitter, Instagram, and LinkedIn accounts.
- Assist with planning strategies for Instagram, and other new social media platforms.
- Make sure RSN's message is clear and consistent in all our materials, from websites and social media to brochures and videos, so everyone gets the same understanding of work and initiatives.
- Create a 3–5-minute promotional video detailing *YESS* and its benefits to brands and participating facilities.
- Assist with the development of fundraising and communications materials.
- Contribute to monitoring and recording news alerts and RSN's press coverage.

Knowledge & Qualifications

Any skills gained through education, volunteering, work, or life experience that are relevant for this internship will be considered! Be sure to fully explain any coursework, transferable skills, and success factors and how they apply to this internship in your cover letter.

Knowledge & Interests

- Some form of experience with either a non-profit or non-governmental organization (NGO) is an asset, but not required. (However, having an interest in gaining experience in this sector is essential!)
- A commitment and interest in human rights and/or in sustainable clothing and supply chain practices.
- Strong research and analysis skills.
- Proficiency in Microsoft Office Suite, Canva, social media platforms, and ideally have experience working with SquareSpace.

Qualifications

- Current enrollment or recent graduate of a related degree program (Ex: Education, Instructional Design, Multimedia Production, etc.).
- Strong writing and communication skills, with the ability to produce or edit clear and concise educational content.
- Proficiency in multimedia design, graphic design, video editing (preferably with experience using Final Cut Pro).
- Strong organizational and time management skills, with high attention to detail.
- Able to prioritize tasks and work independently as needed.
- Be self-motivated, have a strong work ethic, and be committed to excellence.

Location

This internship will be entirely remote with virtual with flexible working hours, though the ability to work US East Coast time is an asset.

How to Apply

Interested candidates are invited to submit a cover letter along with your CV/resume to info@sourcingnetwork.org. Please include "Programs and Communications Intern Application – [Your Name]" in the subject line.

We encourage all applicants to review our website www.sourcingnetwork.org before applying.

Responsible Sourcing Network, Inc. is a 501c3 not-for-profit organization and is an equal opportunity employer. RSN makes employment decisions on the basis of merit and business needs. RSN does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation or identification, or any other basis protected by law. Women, People of Color, and LGBTQ candidates are strongly encouraged to apply.

We thank all applicants for your interest. Only those selected for an interview will be contacted.