



## DOWNTOWN AUSTIN ALLIANCE SUMMER INTERNSHIP

The Downtown Austin Alliance is a nonprofit organization dedicated to creating, preserving and enhancing the value and vitality of downtown Austin. We work with property owners, residents, business owners, community organizations and government entities to advance our collective vision for the future of downtown Austin. As a leader and full-time advocate for downtown, the Downtown Alliance takes an active role in planning decisions that will increase the area's economic prosperity. We also partner with key stakeholders in the public and private sectors on dozens of projects to enhance downtown's appeal to businesses, residents and visitors. Additionally, we provide direct services that make downtown a cleaner, safer and more welcoming place.

### POSITION DESCRIPTION

The Downtown Austin Alliance is seeking a Communication and Social Media Intern beginning in Summer 2018. The position will support the external affairs team, and be involved in multiple high-priority organizational projects. Internship can be completed for course credit.

### QUALIFICATIONS:

- Strong communication, writing and editing skills
- Firm grasp of available tools and platforms in the social media space
- Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications
- Must be computer literate with working knowledge of Microsoft Office.
- Proficiency in Adobe Creative Suite highly desired. Familiarity with email marketing tools such as MailChimp, CMS (Wordpress or Drupal) and HTML a plus
- Self-motivated; detail-oriented; organized and able to prioritize, multi-task and meet deadlines

### RESPONSIBILITIES:

- Develop, edit, and schedule content for social media and newsletter
- Monitor social media channels
- Update Website
- Assist with place-based programs and events (Republic Square, Education Events)
- Assist with administrative tasks (Preparing meeting materials, organizing media library, coordinating printing of marketing collateral, etc.)
- Proofing letters, presentations, and marketing collateral
- Assisting with basic design projects

### HOURS & COMMITMENT:

15-20 hours a week, flexible based on availability

Hourly Wage: \$10.00

Interested applicants should submit a cover letter, resume, and relevant writing and/or visual work samples. Please submit materials in pdf to [jobs@downtownaustin.com](mailto:jobs@downtownaustin.com).