

## **Communication and Social Media Intern**

The Downtown Austin Alliance is seeking a Communication and Social Media Intern beginning in Summer 2017. The paid 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 MailChimp, 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:**

20 hours a week, flexible based on availability. The ideal candidate would be willing complete two semesters (Summer and Fall 2017) in the role.

### **TO APPLY:**

Submit cover letter, résumé, and a brief writing sample to [volson@downtownaustin.com](mailto:volson@downtownaustin.com).