



## **Movability & Downtown Austin Alliance**

### **Movability - Paid Internship**

Movability is Central Texas' only Transportation Management Association solely dedicated to helping commuters do more with their time by finding mobility options that work for them. We are a non-profit entity working with for-profit companies. We work hand-in-hand with employers and service providers, promoting mobility and commuting options and improving economic vitality by delivering customized professional transportation services, networking and leadership opportunities.

We are seeking a Communications Intern (beginning in Fall 2018) to support and become a crucial part of the Movability team, working collaboratively on multiple high-priority organizational projects. The internship can be completed for course credit. We offer a flexible schedule, occasional remote work, and 15-20 hours per week. The ideal candidate would be willing to complete two semesters (Fall 2018 and Spring 2019) in this role.

Movability is located in downtown Austin and works closely with the Downtown Austin Alliance. Our team of 3 currently includes the Executive Director, Director of Membership and Professional Services, and a Program Manager. Our work is fast-paced, mission-driven, and collaborative. We are growing quickly and expanding our reach regionally. Our members include: Samsung, Stitch Fix, SXSW, Atlassian, the City of Austin, Capital Metro, the Four Seasons Hotel, and Merck – just to name a few. Visit our [website](#) for the complete list of our current members.

### **REQUIRED QUALIFICATIONS:**

- Strong communication, writing and editing skills
- Excellent customer service skills to represent Movability in a professional and friendly manner
- Student in final year of college program working toward a degree, preferably in Business, Planning, Public Policy, GIS, Education, Marketing/Communications, or Public Relations
- Results-driven and goal-oriented
- Must be computer literate with working knowledge of Microsoft Office and comfortable learning new computer programs
- Self-motivated; detail-oriented; organized and able to prioritize, multi-task and meet deadlines

**PREFERRED QUALIFICATIONS:**

- Passion for transit, alternative transportation, and/or sustainability
- Currently enrolled in a graduate or master's degree program
- Confidence and experience in public speaking
- Proficiency in Adobe Creative Suite or Canva highly desired
- Familiarity with Neon CRM
- Proficiency in GIS

**RESPONSIBILITIES:****Communication & Member Support**

- Promote Movability programs and membership opportunities to area businesses and organizations
- Represent Movability at member and public events
- Communicate with and gather feedback from members
- Provide input regarding solution-based discussions that will benefit members

**Marketing & Events**

- Work with staff and funders to develop calendar of member events
- Produce online and in-person events
- Proof and design letters, presentations, and marketing collateral

**Fulfillment & Administrative**

- Assist in invoicing members and partners
- Produce quarterly reports for funders
- Assist in maintaining Neon CRM database of contacts
- Monitor current membership information and flag upcoming renewals

To apply send resume, cover letter, and work references to [hr@movabilityaustin.org](mailto:hr@movabilityaustin.org)