

Communications and Marketing Intern

INCUMBANT: TBD
REPORTS TO: Director, Communications
LOCATION: Nashville, TN or Bowling Green, KY (remote)
STATUS: Part-time, Hourly
DATE: March 2022



TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Compensation is \$10.00 / hour, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

DESCRIPTION

Connected Nation, a 'Best Places to Work in Kentucky' employer, is looking for a Communications & Marketing Intern to join their team. This position will provide support to the Communications division of Connected Nation. In addition, the Communications & Marketing Intern will assist with writing, company blog and social media posting, website editing, and bringing creativity to new and existing communications materials (such as brochures, event invitations, flyers, posters, push cards, 2-pagers, etc). The Communications & Marketing Intern will also assist with administrative support for the Communications teams. This is a great opportunity for someone who is willing to learn and wants to further develop their skills in these areas!

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support online strategies with updates to website including but not limited to calendar, staff & blog pages, gathering photos for galleries, and news articles for media center.
- Assist with researching and writing articles for blogs, newsletters, and social media posts.
- Assist with creativity in designs and edits of new and existing communications materials including newsletters, video, research reports, and outreach/marketing materials (brochures, event invites, flyers, posters, push cards, 2-pagers, etc.).
- Develop and maintain media contact lists and assist with distribution of press materials as needed.
- Assist with maintenance of communications material inventory.
- Perform internet research as necessary to obtain requested information for projects.
- Maintain strictest confidentiality of all organizational matters.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Must hold or currently be pursuing a Bachelor's or Master's degree in communications, advertising, marketing, journalism, or related field.

QUALIFICATIONS

- Possess an understanding of the professional atmosphere.
- Strong writing and social media skills.
- Ability to multi-task and function in a team environment.
- Strong interpersonal and communication skills (written and verbal) to effectively communicate with individuals from diverse backgrounds.
- Possess strong computer skills, including a thorough knowledge of Microsoft® Office Suite applications (Excel, Outlook, PowerPoint and Word).
- Well organized and self-directed individual who is a team player.
- Must have a valid state driver's license.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.