



**Title:** *Communications Intern*  
**Reports to:** *Communications and Media Manager*  
**Location:** *Venture Outdoors Office • Pittsburgh, PA*  
**Hours:** *Flexible, 15 – 20 hours per week*  
**Salary:** *Unpaid*

## POSITION SUMMARY

*The Communications Intern works with the Development and Communications Team to help develop and implement a creative and dynamic marketing strategy for Venture Outdoors. A diverse and wide range of marketing and communication tools will be used for implementation. The Communications Intern will have regular responsibilities that will include social media content creation, blog writing, and blog managing*

## DUTIES AND RESPONSIBILITIES

- Create engaging content on various social media platforms*
- Grow following and engagement on social media platforms*
- Interact with followers on social media*
- Providing event execution assistance*
- Help create special marketing promotions*
- Writing and editing blog posts and e-newsletter articles*
- Helping with the writing, layout and distribution of email marketing tools*
- Assisting with social media maintenance, production and analytics*
- Other duties and administrative tasks as assigned*

## QUALIFICATIONS

*Qualifications include:*

- Experience/interest in social media (Facebook, Twitter, Instagram), mass marketing and communications*
- Business, Marketing, Public Relations, or Liberal Arts background*
- Good people skills - personable, outgoing, friendly and creative*
- Detail-oriented*
- Excellent communication skills, both verbal and written*
- Self-starter able to multi-task and prioritize work*

- *Experience using Microsoft Office, Wordpress; Adobe InDesign, Photoshop experience is a plus*

## AVAILABILITY

- *Please let us know if you have any internship hours requirements or a specific time frame to complete these hours*
- Must be available to attend some weekend and evening programs for special events. For fall interns please be available April 5-7, 2019.

## HOW TO APPLY

Please send resume and cover letter to Samone Riddle, Communications and Media Manager, at [samone@VentureOutdoors.org](mailto:samone@VentureOutdoors.org)

**Equal Opportunity Employer**