



Title:	<i>Communications Intern</i>
Reports to:	<i>Marketing Manager</i>
Location:	<i>Virtual/ Events in Pittsburgh</i>
Hours:	<i>Flexible, 15 – 20 hours per week</i>
Salary:	<i>Unpaid/School Credit</i>

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.

The Marketing Manager strives to make internships a place for students to learn and practice what they've learned in school. Any position may be adjusted based on the intern's skills and interests.

Venture Outdoors currently operates remotely, however, interns will be asked to attend Venture Outdoors Community Programs to take photos and/or document the event for social media.

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*
- Photograph at events*
- Other duties and administrative tasks as assigned*

QUALIFICATIONS

Qualifications include:

- *Experience/interest in social media (Facebook, Twitter, Instagram), mass marketing and communications*
- *Marketing, Graphic Design, Photography, Business, Public Relations, or Liberal Arts background or interest*
- *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, Photoshop, Illustrator, Hootsuite, 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.

HOW TO APPLY

Please send resume and cover letter to samone@ventureoutdoors.org

Equal Opportunity Employer