JOB POSTING:
MARKETING & COMMUNICATIONS INTERN

Summary
We are seeking an energetic and self-motivated individual to assist with social media and content development. The Marketing & Communications Intern supports both Smart Columbus and its volunteer initiative, Can't Stop Columbus, in telling the story of their brands.

Position is paid and part-time. Exact hours will be determined with the candidate.

Start date is immediate and the internship will last through August 2021, with potential to continue on.

Work Location
The internship is based in Columbus. At the current time, Smart Columbus is maintaining a remote work environment in accordance with public health recommendations.

Health risks presented by the pandemic are being carefully monitored. If our team is able to safely return to the office during the internship period, advanced notice will be provided as on-site work and in-person meetings and events may be required.

Duties and Responsibilities

- Draft and send the Smart Columbus newsletter in Mailchimp every two weeks.
- Schedule Smart Columbus social media content (Fahlgren to draft, intern to use Sprout Social to schedule it).
- Review social media metrics and make suggestions for content.
- Maintain clip report (search for media mentions and track in a spreadsheet).
- Assist in managing speaking engagements (fielding incoming requests, providing event contacts with headshots and bios, manage our master tracker on Monday.com, report internally on the upcoming schedule, and develop presentations).
- Collateral development (creating program one-pagers, fliers, etc. – Copywriting and/or graphic design).
- Provide content (blogposts, content updates, etc.) for Can’t Stop Columbus website (including more up-to-date skilled volunteering opportunities).
- Help write content for and organize social media calendar for Can’t Stop Columbus.
- Assist in creating more effective toolkits/collateral for Can’t Stop Columbus (specifically for project leads).
- Support community management of Can’t Stop Columbus (posting updates in Slack and supporting with various organizational needs).
Skills and qualifications

- Excellent researcher and writer.
- Graphic design experience is a plus.
- Savvy with communications apps/tools (Mailchimp, Microsoft Suite, Photoshop, Adobe Suite).
- Organized and detail oriented.
- Doesn’t mind unglamorous work in exchange for exposure to cool projects.

To apply

Please email the following in PDF format to sbr@columbuspartnership.com. Include “Marketing & Communications Intern” in the subject line of your email.

- Cover letter
- Resume
- Short writing sample
- Work availability during the internship period

About Smart Columbus

Smart Columbus was established in 2016 after Columbus won the U.S. Department of Transportation’s $50 million Smart City Challenge. The organization is committed to innovation in the areas of transportation, electrification, renewable energy, connectivity, and to using new and next technologies to create prosperity for everyone in our smart and connected region. Learn more at smart.columbus.gov.

About Can’t Stop Columbus

On March 15th, 2020, the Columbus tech and business community started talking about the idea of a virtual hackathon in response to COVID-19. An online hacking event was proposed where anyone could contribute by defining challenges, building projects, and sharing resources. Over the past ten months, volunteers and community partners have come together to rapidly deliver real, project-based solutions via the community-wide movement, Can’t Stop Columbus. Learn more at cantstopcolumbus.com.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Smart Columbus is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, handicap/disability, religion, sexual orientation, national origin, U.S. military service or ancestry.