



Summer Communications/Marketing Intern

Eastern Indiana Works (EIW) is an organization which has the services and resources available to help develop the workforce in the nine county region we serve. With assistance in education, training, and various other support services we're ready to connect employers with the skilled workers they need!

The Summer Communications/Marketing Intern will gain exposure to different communication/marketing styles while building relationships with community professionals, and learning from experienced team members.

POSITION OVERVIEW

- Assist in creating effective marketing strategies for youth programming.
- Captures digital media of youth programming and community events.
- Creates content for corporate social media platforms.
- Creativity in developing relevant outreach content.
- Strong knowledge and understanding of current trends in digital media/social media.
- Participates in the planning and coordination of corporate public events.
- Accepts additional responsibilities at the request of organizational leadership.

POSITION TYPE:	Part Time, Temporary, Hourly Position
HOURS OF WORK:	Up to 16 hours a week, unless otherwise required or discussed.
TIME FRAME:	Summer Internship (June 1 st – August 1 st)
WORK PARAMETERS:	Office Space and computer equipment will be provided by Eastern Indiana Works.
WORK EVALUATION:	Performance is evaluated as required by internship guidelines.
REPORTS TO:	VP of Operational Strategies
WORKS WITH:	Outreach Manager, Marketing and Administrative Coordinator, etc.

The above statements are intended to describe the general nature of work performed by the employees assigned to this job. All employees must comply with Company policies and applicable laws. The responsibilities, duties and qualifications required of personnel so classified may vary. Eastern Indiana Works is an equal opportunity employer.