



## Communications Internship Summer 2017

### Internship Description:

The Communications intern will focus on developing and implementing a brand voice protocol and raising awareness of NEWaukee programs and initiatives through company website and other distributions.

### Candidates must:

- Have prior experience with building and implementing a communication strategy.
- Commit to working some weekends and weeknights.
- Be able to lift up to 40 lbs.
- Be proficient in Wordpress, Eventbrite, and Google Drive.
- Have problem solving skills.
- Have strong interpersonal, verbal, and written communication skills.
- Be familiar with creating online and printed graphic materials.

### Events and task examples:

#### Night Market | June 14, July 12, August 16, September 13

- Attend sponsor and partner planning meetings prior to event
- Create social media strategy highlighting sponsors and partners
- Assist with setup and takedown
- Share live updates on site through social channels
- Work info table

#### Urban Island Beach Party | August 5th

- Assist with setup and takedown
- Create social media strategy highlighting sponsors and partners
- Distribute promotional materials at Downtown Employee Appreciation Week
- Share live updates on site through social channels

### Weekly Goals & Timeline:

- Complete assigned Asana tasks for the week
- Complete daily FOD's (facts of the day)
- Draft and schedule weekly newsletter
- Update website content including job listings, non-profit events, etc
- Create blog content

Summer session | June 1st - September 30th, Average 15 hours a week

**Compensation:** \$1000/month