



MARKETING/COMMUNICATIONS INTERNSHIP (SUMMER 2019)

The Austin Chamber of Commerce is offering a paid/credit-based internship working with the marketing/communications department. This is an ideal position for college students with prior internship experience.

JOB LOCATION Austin Chamber of Commerce, 535 E. 5th Street, Austin, TX 78701

TIME COMMITMENT May 13 – August 12; 15-20 hours/week (negotiable)

COMPENSATION \$10/hour; a parking spot at the Hilton Austin

RESPONSIBILITIES

- Manage digital content creation, including social media posts and blog copy
- Assist in email and website content creation and execution
- Assist with reporting and analytic tracking
- Provide support at Chamber events
- Other duties as assigned

QUALIFICATIONS

- Enrolled in a post-secondary program, studying public relations, marketing, journalism, or a related field

SKILLS

- Strong writing skills and impeccable grammar
- Experience managing social media for brands/organizations
- Experience using social media management tools such as Hootsuite or Sprout Social
- Knowledge of metrics that measure social media impact
- Familiarity with email marketing tools such as HubSpot, Constant Contact or MailChimp (preferred)
- Familiarity with media relations best practices (preferred)
- Familiarity with Adobe Creative Cloud (preferred)

HOW TO APPLY

Send resume, cover letter, and a minimum of three writing samples (social media posts for brands/organizations are acceptable) to Senior Director, Public Relations & Marketing, Danielle Trevino: dtrevino@austinchamber.com

ABOUT THE AUSTIN CHAMBER

The Greater Austin Chamber of Commerce serves as the voice of business for our member organizations and their employees throughout Central Texas. Our mission is to provide leadership that facilitates the creation of a prosperous regional economy and effective advocacy for our members. Learn more at austinchamber.com.