Position
Communications & Marketing Intern – January-June

Department
Communications & Marketing

Reporting Relationship
Public Relations Manager

Status
Temporary, full-time 40 hours/week for six months

Overview
The Communications & Marketing Intern will perform a variety of entry-level communications and marketing assignments in support of the Metropolitan Improvement District.

Duties and Responsibilities (duties vary by time of year)
- Assist in the brainstorming, planning and implementation of marketing events and promotions.
- Conduct outreach to Downtown businesses and organizations to secure participation in events and promotions.
- Assist with updates to the organization’s websites, blog and social media outlets.
- Assist in working with partner organizations for collaborative efforts to market Downtown Seattle.
- Assist with media relations and constituent communications.
- Assist with the development and updating of media lists and member databases.
- Assist with the development of twice monthly DSA newsletter and quarterly MID newsletter.
- Develop monthly news coverage reports and maintain news clip archive.
- Assist with the distribution of marketing and membership materials.
- Assist in working with outside vendors including graphic designer, photographers and printers.
- Assist with administrative duties including processing, sorting, collating, stuffing envelopes, mailings and other administrative functions as assigned.
- Photograph events, projects, Downtown Seattle, etc. as assigned.
- Perform other related duties of a comparable level/type as assigned.

Qualifications
- Recent graduate or student currently in the process of completing a 4-year degree in marketing, public relations or related field.
- Strong written and verbal communication skills.
- Ability to interact professionally with clients and demonstrate good judgment.
- Highly organized and attentive to details with excellent follow-through.
- Experience with social media (Twitter, Facebook, LinkedIn etc.).
- Proficient with Microsoft Word, Outlook, and Excel. Adobe Photoshop, Illustrator, InDesign a plus.
Compensation
$10 per hour, plus ORCA card and Employee Assistance Program

To Apply
Please send a resume to hr@downtownseattle.org. To be considered, resumes must be received by Dec. 8

NO TELEPHONE CALLS PLEASE

The Downtown Seattle Association/Metropolitan Improvement District is an Equal Opportunity Employer.