



Marketing Internship - Unpaid

The Marketing Internship is an unpaid position, open to current high school or college students. It can last one or two semesters. The position can be, but does not need to be, used to fulfill practicum, internship, co-op, etc. requirements. Weekly hours are flexible based on individual needs but will be approximately 2-6 hours per week.

Primary responsibilities or key duties (tasks performed regularly):

1. Collaborate with the Board to ensure that published information is current, relevant, and dynamic
2. Pre-schedule regular social media posts to promote positivity and provide support to followers
3. Post pictures and information about PIC's activities
4. Track activity on the various social media sites and report findings to the Board
5. Design / Update print materials including flyers, articles, publications and other promotional content as needed
6. Development of digital images, infographics and material to be used for the website, videos, presentation decks and social media content as needed
7. Promote the overall mission of PIC

Additional duties:

1. Attend various programs, activities, or special events and take pictures that can be used on PIC's website, newsletters and/or social media
2. Create videos as needed
3. Interview students, staff, and patrons on request

Basic Qualifications:

1. Excellent written and verbal communication skills
2. Ability to follow written and verbal instructions
3. Ability to brainstorm, collaborate, and contribute in a team environment
4. Takes initiative, accountable, reliable, organized, creative and detail oriented
5. Professional, friendly demeanor

Additional Information:

1. Flexible schedule to occasionally attend PIC events
2. Smart phone or other technology that can be used with Twitter, Instagram, Facebook and other social media sites

To apply, submit resume to Dee Dee Said, PIC Board President at Info@PICToday.org