

Communications & Marketing Intern

Organization: Washington University Medical Center Redevelopment Corporation (WUMCRC)

Location: 1408 Tower Grove Ave., Saint Louis, MO 63110

Organization Overview: Please Visit our website @ www.wumcrc.com

Position Overview:

Throughout the course of the internship, will become involved in holistic approaches to community development while working on neighborhood marketing, and assisting our project managers to build our organizational capacity with our online and social media presence. The preferred candidate will have completed a minimum of 60 hours toward a degree in marketing, public relations or related field and the following skills:

1. Communication (verbal and written)
2. Excellent time management
3. Critical thinking
4. Possesses research skills & is highly analytical
5. Has self-direction & the ability to take initiative
6. Experience with and a working knowledge of the following programs: Adobe Creative Suite, Microsoft Office, Wordpress, and Social Media platforms

Primary Responsibilities:

Projects:

1. Under the direction of the intern program director and other organizational staff you'll lead and implement the following projects:
 - a. Annual Reports & monthly neighborhood newsletter
 - b. Execute social media strategy
 - c. Manage websites
 - d. Support neighborhood events and public relations
 - e. Assist & implement standards of graphic design

Various Holistic Approaches:

2. Under the direction of WUMC Staff, assist in the holistic approach to community development, which includes:
 - Event Tracking
 - Safety and Security Initiatives
 - Forest West Property Inventory
 - Video Editing
 - Live Near Your Work Program
 - Other (as needed) related duties

Position Type: Internship (approximately 20 hours/week: independent contractor). This position may require evening and weekend attendance. The successful candidate must be willing to commit to at least 12 months.

Salary: \$15/hour

Contact Info: For questions please call Jes Stevens at (314) 747-2333 or email j.stevens@wustl.edu.

Application Requirements: Please send your resume, a cover letter, and a sample of you work to Jes Stevens, j.stevens@wustl.edu, no later than **Friday, April 1st, 2022.**