



Marketing & Communications Internship

Summary: This position is responsible for assisting the development and implementation of AVANCE-Austin's marketing and communications plans. This will be accomplished through developing, maintaining and expanding marketing channels/methodologies. Students pursuing degrees in Marketing, Public relations, Journalism, Communications, or fields requiring strong creative skills preferred.

Responsibilities:

1. Assist with event promotion and design of materials
2. Take pictures of AVANCE events and day-to-day activities
3. Work with staff to promote fundraising campaigns and develop new marketing strategies
4. Provide writing support for media materials, including press releases, quarterly newsletter, website content, pitching stories, and talking points for media.
5. Assist with development of videos and YouTube channel
6. Assist with development and implementation of social media content calendar

Desired Qualifications

1. A minimum of 2 semesters of college courses or equivalent professional experience is required.
2. Proficient in social media platforms (i.e. Facebook, Twitter, Vimeo, Youtube, etc.)
3. Graphic design experience including knowledge of Microsoft Publisher
4. Photography experience
5. Proficient in Microsoft Office (Excel, Word, etc.)
6. Professionalism and timeliness expected
7. Creativity and initiative strongly valued
8. Strong intrapersonal skills
9. Ability to work with and lead a team
10. Spanish language abilities an advantage