

## **ImaginePittsburgh.com Marketing & Social Media Intern**

Allegheny Conference on Community Development

**Internship Description:** Do you love Pittsburgh, social media and being a college student? We are seeking a summer intern to support our Talent Department and help us market the region to college students as a great place to live, work, and play! This is a paid internship, 32 hours per week, Monday – Thursday starting May 1 and finishing August 1. We would prefer a candidate that can join us for two summer program planning sessions in April at an agreed upon date for two, 2-hour paid meetings.

### **Job Functions and Responsibilities:**

*Social Media focus includes:*

- Manage ImaginePittsburgh.com weekly sponsor jobs posts on Twitter and Facebook
- Draft evergreen quality of life content directed toward college students
- Assist with Instagram #NeighborTakeover stories and other Instagram content

*Marketing/events focus includes:*

- Engaging with talent and communications teams on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns.
- Assist with [Pittsburgh Passport Summer Intern activities](#), which may include: participant outreach and registration, attending social and professional development events (these may be after normal work hours but time would be comped), documenting experiences on social media
- Maintaining and cross-referencing Summer Passport participant information for data collection and tracking

### **Job Requirements:**

- Must have excellent written and verbal communication skills.
- Knowledge and experience with Facebook, Twitter, Instagram, LinkedIn and other social media platforms.
- Strong attention to detail and organizational skills.
- Our internship is designed for individuals currently enrolled at an accredited college or university in Southwestern PA. Students graduating in May are also eligible.
- Must submit by e-mail resume and a paragraph on why you're interested in this internship opportunity; no cover letter required
- Transportation to and from the internship environment. We are located near public transportation stops downtown.

**Hours Per Week:** 32 • **Wage/ Salary:** \$12/hour + free access to summer intern activities

Please submit application materials for consideration to [workforce@alleghenyconference.org](mailto:workforce@alleghenyconference.org) by April 1, 2019.

**#LovePGH**