

Marketing Communications Intern at the Research Triangle Foundation of NC

Do you care deeply about your community? How about learning new things? The Research Triangle Foundation of North Carolina is seeking an intern to assist its Marketing Communications team. The RTF Marketing Communications team is tasked with promoting and telling the story of the Research Triangle Park. We are looking for a talented individual that's somewhat of a Swiss Army knife: you can handle a camera, you like to write, and you're not afraid to assist with event management, or answer phones at the front desk. Over the course of your internship, you will get to work with a variety of our staff members – and have a hand in real endeavors that will help us, as an entity, grow. You will gain real world experience and have the opportunity to lead several impactful marketing projects.

What you will learn:

- The basics of managing and updating a CRM (Contact Relationship Management system) and its integrations
- How to effectively write event and news stories for the RTP blog
- How to creatively tackle problems from a community minded perspective
- Vendor/Client relationship and management skills
- Admin editing components of a custom-built WordPress website
- Content creation for multiple platforms
- The in's and out's of Research Triangle Park, and its partner entities (i.e. The Frontier, The Lab, etc.)

What we require:

- Creativity and flexibility
- Hardworking, can-do attitude
- Someone in-tune with various aspects of the Triangle social community
- A background in marketing, communications, design, or public relations
- Attention to detail and a good sense of self-direction
- Strong written and oral communication skills
- Proficiency in Microsoft Office Suite
- Experience with Adobe CS6/Cloud, photography, & WordPress a major bonus
- Ability to perform general administrative tasks including some reception desk duty, event prep/clean up, etc.

Details:

Internship start date is October 3, 2016. There is a maximum of 20 hours per week during the school semester and 1,000 hours total for the internship. (Internship end date is negotiable but must be by August 31, 2017 or 1000 hours accrued, whichever comes first.) This position offers flexible hours, Monday – Friday. This opportunity may occasionally require activity after 5pm.

To apply, please submit your resume, references and one writing sample to communications@rtp.org. Please indicate the days you are available to work, as well as the hours you can expect to dedicate to this opportunity.

Please also answer the following questions in one paragraph or less:

- 1) Tell us about a recent challenge you faced and how you managed to come up with a solution.
- 2) Describe what your perfect day would consist of.
- 3) How did you hear about this internship and what urged you apply?