Community Engagement, Marketing, and Outreach Internship

The Office of Community Partnerships provides the opportunity for a highly motivated and creative student with an interest in community engagement and social justice. The internship will enable a student to explore career options and develop skills related to community engagement, marketing, and storytelling in a higher education environment. Those interested in the following areas are encouraged to apply: community engagement and outreach, research and data coordination, marketing, graphic and web design, storytelling, journalism, project management, and event planning. The intern must be a current UW Tacoma student with Junior, Senior, or Graduate student status as of Winter 2021 quarter and maintain a 3.0 or higher GPA throughout the internship. This is a six month internship that begins in early January 2021 and provides a $2,500 educational/training stipend.

How to apply
Email a cover letter and current resume to OCP@uw.edu. Priority will be given to applications received by 11:59 PM on December 28th, 2020.

Duties
The following duties will help increase public awareness of programs and partnerships between the university and the community through strategic marketing and outreach efforts.

- Assists with data input and tracking of partnerships and projects through the Collaboratory Engagement Database
- Working in collaboration with our team, grow and manage OCP’s social media presence
- Develop, design and publish quarterly e-newsletter. This includes the development and writing of feature stories and news articles
- Create and publish marketing materials for various events and activities

Qualifications
Required
- Strong written communication skills
- Experience writing feature stories, news articles, content for a website, social media platforms, and promotional materials.
- Experience or willingness to learn/apply knowledge about marketing, program awareness drives, or program outreach projects to internal and external partners.
- Experience working on a small team or independently as well as working with partners.
- Working knowledge and an active participant in social networking
- Working knowledge of Google Drive, Microsoft Office Suite
- Experience with Adobe Creative Cloud
Preferred

- Exhibit a strong work ethic
- Perfect English spelling and grammar skills
- Knowledge of HTML and graphic and web design
- Be a creative and innovative thinker
- Strong attention to detail and excellent Word, Excel, PowerPoint skills
- Interest in community engagement and social justice
- Academic coursework in communications, marketing, public relations, community planning, graphic design