



**Title:** Marketing & Events Internship  
**Reports to:** Director of Marketing  
**Position:** Part Time (10-15 hours a week)

**Job Description:** Ohio City Incorporated is seeking a Marketing & Events Intern to execute the content update of the OhioCity.Org website and work on social media posts for the organization in addition to some event staffing and management. The Marketing & Events Intern will serve the Ohio City community through auditing the OhioCity.Org website and meeting with stakeholders in order to update information as necessary in addition to writing content for social media, websites, and print collateral. Additionally, the intern will help in facilitating community events. The ideal candidate will have an interest in community development and a passion for urban neighborhoods.

**Marketing Communications:**

- Manage content audit and updates for OhioCity.Org redesign
- Work across departments and organizations to update information on OhioCity.Org
- Write website, social media, and printed collateral content
- Oversee production of neighborhood mailers, welcome packets, brochures, rack cards, business cards, etc...

**Events**

- Manage some events logistics and vendor relationships
- Ability to staff and attend some events on weekends and evenings

**Qualifications:**

- In process bachelor's degree in Marketing, Communications, or related field or demonstrated work experience in a similar role
- Experience in editing and updating websites and familiar with a variety of website platforms such as Wordpress, SquareSpace, and Drupal.
- Knowledge of digital communications trends and social media tools
- Experience organizing events in communities
- Positive team-oriented attitude
- Commitment to working with leadership and collaborating with a multi-disciplinary team
- Self-driven, action-oriented, and ability to manage multiple projects simultaneously
- Strong written and verbal communication skills
- Demonstrated creativity



- Experience in Adobe Creative Suite (Photoshop, InDesign, & Illustrator) is preferred
- Ability to speak in front of audiences
- Ability to serve diverse populations with openness and integrity
- Fluency in Spanish preferred

**Compensation:** The compensation for this position is \$15/hour for a 3 month initial commitment. There may be opportunities to extend the project based on performance.

To apply, submit your resume and 1-3 work samples showcasing your written skills to [careers@ohiocity.org](mailto:careers@ohiocity.org) with Marketing Intern in the subject line. Applications will be accepted on a rolling basis until position is filled.