



## MARKETING AND COMMUNICATION INTERN

**SUMMARY:** The role of the Marketing and Communication Intern is to assist the VisitHATTIESBURG team with events, the organization's online presence, and office support. Additionally, the intern will work closely with organizational partners to communicate Hattiesburg's story in a concise and informed manner.

**SHIFT:** Minimum of 12 hours per week, preferred 15 hours per week

### DUTIES AND RESPONSIBILITIES

- Generate blogs through brainstorming and a working list of predetermined topics.
- Continually assist with proofreading/editing.
- Social media assistance for VisitHATTIESBURG, Mississippi Miss Hospitality, and Downtown Hattiesburg platforms, including Facebook, Instagram, Instagram Stories, and Twitter. May include designing graphics as needed.
- Taking photos at area businesses, restaurants, and attractions as needed.
- Assistance with partner organizations, such as Longleaf Trace, Downtown Hattiesburg Association, Pinebelt Blueways, etc.
- Assist with marketing initiatives, events, brochure routes, visitor services, etc.
- Maintain a running list of projects and provide updates to supervisor frequently.
- Think creatively to produce new ideas and concepts.
- Perform other duties, functions, and special projects as assigned by supervisor.

### KNOWLEDGE AND SKILLS

- Work experience in social media or related field.
- Excellent writing, editing, presentation and communication skills
- Positive attitude with good multitasking and organization skills.
- Familiarization with a newsletter software such as Emma or Mailchimp.
- Graphic design and/or website software knowledge is a plus.

**EDUCATION:** Enrolled in a college or university, majoring in communication, public relations, tourism, or a related field.

### ESSENTIAL JOB QUALIFICATIONS

- Must retain a valid Driver's License and meet the eligibility requirements to drive while conducting company business.
- Must have personal transportation for required travel as well as getting to/from office.

Resumes may be submitted to [probertson@visithburg.org](mailto:probertson@visithburg.org) for review. Samples of work or a portfolio is also preferred.

*\*Internships with VisitHATTIESBURG are unpaid but can be completed in exchange for course hours if proper documentation is provided at the beginning of the semester.*