

Marketing, Events, and Communications Intern

The Greater Washington Partnership is seeking a skilled and motivated individual to support the Marketing, Events & Communications team. This individual will support event management, content development, social media, and other tasks as needed. This person will work with internal stakeholders to expand the organization's marketing, events, and communications capabilities.

As our Marketing, Events, and Communications Intern you will:

- Provide general writing and editorial support for media outreach
- Monitor and measure social and traditional media impact to aid outreach efforts and inform strategy
- Support external affairs and communications strategy meetings
- Assist in building communications and outreach plans for reports and research products
- Assist with media outreach for events and product releases
- Support events by monitoring attendance response, reviewing event-related documents, and providing communications support in the lead-up and during the event
- Compile and distribute daily news articles
- Assist in production and content collection for the organization's weekly newsletters

This paid position is for the first half of 2024 (January - May) and can be part-time or full-time. Our office is located in Washington, DC just south of Dupont Circle and is Metro-accessible.

What We Value

- Pursuing or completed a bachelor's or master's degree in marketing, communications, or related degrees
- Excellent written and verbal communication skills
- Ability to thrive in a fluid, fast paced entrepreneurial environment
- Organized, detail oriented, outgoing individual with demonstrated ability to multi-task and achieve high performance objectives
- Comfortable working in a hybrid environment (in the office on Tuesdays and Thursdays with number of days and days of the week subject to change)

Who We Are

The Greater Washington Partnership is a first-of-its-kind civic alliance of business and community leaders committed to making the Capital Region – from Baltimore to Richmond – the best place to live work and build a business. Working in collaboration with leaders across our communities, the Partnership connects and leverages the region's extraordinary assets to convene changemakers, curate solutions, and catalyze action that strengthens the Capital Region as a leading global region and center for commerce and innovation.

To Apply

If you are interested in joining the Partnership team, please submit a cover letter explaining your interest in the position, your resume, and a short writing sample to Tom Shaw, Director of Communications and Marketing, at tshaw@greaterwashingtonpartnership.com with "Communications & Marketing Intern" in the subject line.

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.