



Communications Intern

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

As a Communications intern, you will:

- Compile and distribute daily news articles
- Draft written content for social media, blog posts, press materials and reports
- Monitor and measure social media 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
- Support marketing efforts by assisting senior team members
- Assist in production of the organization's monthly newsletter

This position can be part-time or full-time. The Greater Washington Partnership is currently operating in a hybrid work environment with two days a week (Tuesdays and Thursdays) required in-person at our Washington, DC office (subject to change in number of days and days of the week). The candidate should be available to begin as early as May 16, 2024 and be able to commit to no less than 15 weeks with the option to extend the internship upon mutual agreement. The selected Communications intern will receive an hourly wage of \$20.

The Communications intern will receive weekly 1:1 mentoring from senior MEC team members. Working with the Director of Marketing and Communications, the Communications Intern will produce a professional development plan to chart goals for their internship that support the enhancement of their professional skillset, portfolio of work and network.

What We Value

Required

- Past experience supporting a communications, public relations or marketing team
- Excellent 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
- Pursuing or completed a bachelor's or master's degree in communications, marketing, public relations, journalism, political science or related degrees

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

Please send a cover letter explaining interest in the position, a resume and relevant writing samples (e.g., blog posts, press releases, articles, social media posts, etc.) to jobs@greaterwashingtonpartnership.com with “Communications 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.