

## Communications Intern

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia, and the District of Columbia committed to championing the region's economic growth and prosperity.

The Partnership is seeking a skilled and motivated individual to support the Marketing, Events & Communications (MarComm) 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.


### Core Responsibilities

- 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 Partnership is currently operating in a hybrid work environment with two days a week on 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 in January and must be able to commit until the end of May, 2025. The selected intern will receive an hourly wage of \$20.

The Communications Intern will receive weekly 1:1 mentoring from senior MarComm 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.

### Qualifications

- 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 Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

### **To Apply**

Please send a resume, cover letter explaining interest in the position, and 2-3 relevant writing samples (e.g., blog posts, press releases, articles, social media posts, etc.) to [jobs@greaterwashingtonpartnership.com](mailto: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 genetic 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.***

