



Live, Work, Play - 4 towns 1 Community

Exciting Internship Opportunity

The Enterprise Zone Corp. of Braddock (EZCB) is looking for a **Marketing and Community Outreach Intern** to work on its EastShore Initiative. The ideal candidate will have a background in marketing, writing and be a social media guru!

Overview:

The EZCB is a private, non-profit corporation comprised of public and private sector officials from the Monongahela Valley. The EZCB supports economic development in the municipalities of Braddock, North Braddock, Rankin, and Swissvale. Since 1986, we have provided \$2.7 million in direct loans, leveraged \$15 million in other funding, and created 430 local jobs.

Launched in fall 2017, the EastShore initiative's goal is to provide a cohesive identity for the area and highlight the ongoing work of businesses, non-profits, and municipal leaders in making the communities a better place to live, work, and play.

Ideal for candidates interested in the workings of local governments, the value of communications in community development and outreach, and those interested in developing an electronic media portfolio. Successful applicant will be able to play a large role in shaping communications and outreach for an exciting new initiative.

You can visit the website here: www.eastshorepgh.com

Job Responsibilities:

- Creating content for use across EastShore's digital media platforms including website, Facebook, Instagram and Twitter
- Updating elements on the EastShore website including community calendar and interactive map
- Attending local council meeting/business meetings and providing frequent update on ongoing EastShore activities
- Working with businesses and non-profits to plan future events
- Creating e-newsletter
- Maintaining e-mail list and responding to inquiries
- Interviewing local businesses, political leaders, non-profits for website
- Taking photographs/videos as needed

Skills:

- Strong writing skills
- Organized

- Familiarity with analytics with social media including social analytics
- Independent, able to manage projects with minimal supervision
- Experience with Microsoft office suite including Excel
- Strong affinity for social media
- Experience with WordPress website management or similar software
- Non-profit, community outreach experience
- Marketing/branding/PR experience a plus

Education:

- Bachelors degree – currently enrolled or recent graduate
- Major in marketing, communications, political science, or urban studies preferred

Please note:

- This is a ***PAID*** Position
- Flexible hours between 20 to 25 per week. Some evening and weekend work is required
- Computer/camera not provided. Applicant is responsible for bringing own laptop and camera
- Local office space may be available

Applicant will report to Charles Starrett, EZCB Administrator. To apply, please send your resume as well as a brief cover letter to chstarrett@comcast.net

Please apply by February 28, 2018