JOB DESCRIPTION: Marketing and Communication Intern

LOCATION: Primarily stationed at Hattiesburg Visitors Center.

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.

DUTIES AND RESPONSIBILITIES
• Work closely with Director of Communications and Programs & Promotions Manager.
• Generate blogs through brainstorming and a working list of predetermined topics.
• Continually assist with proofreading/editing.
• Social media assistance for Visit Hattiesburg and Mississippi Miss Hospitality platforms, including Facebook, Instagram and Instagram Stories, and Twitter. May include designing graphics as needed. May include some travel to area businesses to promote visitor attractions online.
• Responsibilities may also include assistance with partner organizations, such as Longleaf Trace, Downtown Hattiesburg Association, and Hattiesburg Alliance for Public Arts, etc.
• Assist with marketing initiatives, events, brochure routes, visitor services, etc.
• Think creatively to produce new ideas and concepts.
• Maintain a running list of projects on a weekly basis and provide updates to supervisor frequently.
• Perform other duties, functions and special projects as assigned by supervisor. Run errands when needed; travel may be required.

Essential Job Qualifications
• Must retain a valid Driver’s License and meet the eligibility requirements to drive while conducting company business.
• Must have transportation for required travel.

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, Mailchimp, or Constant Contact.

Education
• Enrolled in a college or university, majoring in communication, business, or a related field.
• Graphic design knowledge is a plus.