



### **Movability Austin & Downtown Austin Alliance**

Movability Communication, Events, and Marketing Paid Intern

Movability Austin is seeking a Communication, Events, and Marketing Intern beginning in Fall 2017. The position will support the Movability team, and be involved in multiple high- priority organizational projects. Internship can be completed for course credit.

#### **REQUIRED QUALIFICATIONS:**

- Strong communication, writing and editing skills
- Excellent customer service skills to represent Movability in a professional and friendly manner
- Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing, communications, or event planning
- Must be computer literate with working knowledge of Microsoft Office
- Comfortable with learning new computer programs
- Proficiency in Adobe Creative Suite highly desired. Familiarity with Neon CRM a plus
- Self-motivated; detail-oriented; organized and able to prioritize, multi-task and meet deadlines

#### **RESPONSIBILITIES:**

##### **Event Coordination & Marketing**

- Work with staff and funders to develop calendar of member events
- Produce webinars (from invitations & logistics to follow up)
- Produce in-person networking events (from invitations & logistics to follow up)
- Assist in production of annual Mayor's Mobility Challenge Breakfast
- Proof letters, presentations, and marketing collateral
- Assist with basic design projects

##### **Consulting Support**

- Assist staff in producing custom consulting & sponsorship proposals
- Coordinate meeting schedules & logistics with clients and staff
- Produce Powerpoint presentations of client survey results

##### **Fulfillment / Administrative**

- Assist in invoicing members and partners
- Monitor fulfillment of sponsorship obligations
- Produce quarterly reports for funders
- Assist in maintaining Neon CRM database of contacts
- Monitor current membership information and flag upcoming renewals

#### **HOURS & COMMITMENT:**

15-20 hours a week, flexible hours with some on-site and some remote work. The ideal candidate would be willing to complete two semesters (Fall 2017 and Spring 2018) in the role.

To apply send resume, cover letter, and work references to [info@movabilityaustin.org](mailto:info@movabilityaustin.org)